

**Republic of the Philippines**  
**Department of Justice**  
OFFICE OF THE REGIONAL PROSECUTOR  
REGION IV - San Pablo City

Validity Offer: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Telephone No. / Fax No.

\_\_\_\_\_  
Signature of Store Manager / Store Owner

**REQUEST FOR QUOTATION OF PRICES**

QTY.	UNIT	DESCRIPTION	AMOUNT
160	book	Record book 500 pages, size 214mm x 278mm	
100	piece	Marker permanent, felt tip, bullet type, BLACK	
100	piece	Marker permanent, felt tip, bullet type, BLUE	
160	box	Staple wire, standard	
160	roll	Tape transparent, width:24mm	
150	box	Rubber band 70mm (#18)	
160	box	Clip backfold 32mm	
500	piece	Correction tape	
180	box	Paper clip, vinyl/pastic coated, 33mm	
96	roll	Twine, plastic	
161	box	Fastener, metal, non-sharp edges	
50	box	Envelope, Documentary, legal size document	
400	cart	Ink cart, EPSON( L-485) C13T664100 (T6641), black	
300	cart	Ink cart, EPSON (L-485) C13T664200 (T6642), cyan	
300	cart	Ink cart, EPSON (L-485) C13T664300 (T6643), magenta	
300	cart	Ink cart, EPSON (L-485) C13T664300 (T6643), yellow	
<b>TOTAL</b>			

For the use of **ORP Region IV**  
**IMPORTANT CONDITIONS**

- 1 All quotations submitted to this office are considered of the items specified above the prices quoted hereon. In the event that the offer is accepted, Purchase Order for the items above mentioned will be sent to the dealer concerned, advising them of such acceptance, the date of delivery of the said item, and the availability of the funds needed for this purpose.
- 2 Goods, as defined in Republic Act No. 9184 and its implementing Rules and Regulations, delivered to this office are subject to inspection by the Auditor of the Commission on Audit or his duly authorized representative. Payment therefore will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirements.
- 3 This office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

Very truly yours,

LOOK FOR:

  
**CLARA A. ALIAZAS**  
Administrative Officer II

Tel/ No.(049) 503-64-07

Email Address: orp04@doj.gov.ph

Note: Pls. Include your VAT

  
**JOSEF ALBERT T. COMILANG**  
Chairperson, BAC NPS-Region IV

Additional Requirements to submit together with the RFQ Form

1. Mayor's Permit (Certified xerox copy - 2 copies)
2. SEC/DTI Registration (Certified xerox copy - 2 copies)
3. PhilGEPS Registration Number ( Certified xerox copy - 2 copies)
4. Income Tax/Business Tax Returns (certified xerox copy - 2 copies)
5. Omnibus Sworn Statement (duly notarized - 2 copies)