



REQUEST FOR QUOTATION

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invite interested parties to submit quotation for the **Purchase of Office Equipments and Supplies for PAMANA Monitoring Use**, through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 with an Approved Budget for the Contract of Fifty Six Thousand Pesos Only (**Php 56,000.00**)

Deliverables:

A. OFFICE EQUIPMENTS AND SUPPLIES

1. 1 unit Heavy Duty Scanning Machine
2. 1 unit DSLR Camera
3. 12 pieces Smart Buddy Cellular Card, 300
4. 6 pieces Talk 'n Text Cellular Card, 300
5. 3 pieces Globe Cellular Card, 200

B. DATE OF DELIVERY

Delivery of goods will be on or before November 28, 2014.

C. SPECIFICATION / DETAILS

1. Heavy Duty Scanning Machine
 - 600 DPI x 600 DPI (H x V)
 - Monochrome: 50 image/min.
 - Colored: 25 pages/min.
2. DSLR Camera
 - 20 MP, 30-50fps
 - w/ SD Memory, 16GB
 - w/ Rechargeable Battery
3. Smart Buddy Cellular Card
 - 300 worth of Call/Text per card
4. Talk 'n Text Cellular Card
 - 300 worth of Call/Text per card
5. Globe Cellular Card
 - 200 worth of Call/Text per card



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office XIII (Caraga)
1559 Km. 4, Libertad, Butuan City
Tel Nos. (085) 342 2045; FAD (085) 341 1976
Website: <http://caraga.dilg.gov.ph>; Email address: official@caraga.dilg.gov.ph



D. PAYMENT ARRANGEMENT:

Payment shall be based on the actual cost of equipment and supplies delivered (as per its specification).

DILG 13 now invites legally, technically, and financially capable seller to submit quotation for the Purchase of Equipment.

Quotations and documentary requirements (Annex "A") must be delivered/submitted to the address above on or before **November 24, 2014 at 8:30 a.m.** Late proposal shall not be accepted.

The DILG 13 reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact **Atty. Allen M. Gasulas**, Head, BAC Secretariat at (085) 342-2134 or (085) 815-1299.


RAY GREGORY F. JARANILLA
Vice Chairperson, BAC



Annex "A"

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
 Department of the Interior and Local Government
 Regional Office 13
 Libertad, Butuan City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1	unit	Heavy Duty Scanning Machine <ul style="list-style-type: none"> • 600 DPI x 600 DPI (H x V) • Monochrome: 50 image/min. • Colored: 25 pages/min. 	1		
2	unit	DSLR Camera <ul style="list-style-type: none"> • 20 MP, 30-50 fps • w/ SD Memory, 16GB • w/ Rechargeable battery 	1		
3	pcs.	Smart Buddy Cellular Card <ul style="list-style-type: none"> • 300 worth of Call/Text per card 	12		
4	pcs.	Talk 'n Text Cellular Card <ul style="list-style-type: none"> • 300 worth of Call/Text per card 	6		
5	pcs.	Globe Cellular Card <ul style="list-style-type: none"> • 200 worth of Call/Text per card 	3		

GRAND TOTAL =====

Bidder with the lowest quotation shall submit the following: (i) Mayor's Permit; (ii) DTI or SEC Registration Certificate; and (iii) PhilGEPS Registration.

Amount in Words: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Name of Company