



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

#### B. DATE OF DELIVERY

Delivery of goods will be 30 days upon acceptance of the Notice of Award.

#### C. SPECIFICATION / DETAILS

LOT 1	LOT 2
<ol style="list-style-type: none"><li>1. Heavy Duty Scanning Machine<ul style="list-style-type: none"><li>▪ 600 DPI x 600 DPI (H x V)</li><li>▪ Monochrome: 50 image/min.</li><li>▪ Colored: 25 pages/min</li></ul></li><li>2. DSLR Camera<ul style="list-style-type: none"><li>▪ 20 MP, 30-50fps</li><li>▪ w/ SD Memory, 16GB</li><li>▪ w/ Rechargeable Battery</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. Smart Buddy Cellular Card<ul style="list-style-type: none"><li>▪ 300 worth of Call/Text per card</li></ul></li><li>2. Talk 'n Text Cellular Card<ul style="list-style-type: none"><li>▪ 300 worth of Call/Text per card</li></ul></li><li>3. Globe Cellular Card<ul style="list-style-type: none"><li>▪ 200 worth of Call/Text per card</li></ul></li></ol>

#### D. INSTRUCTIONS

Suppliers may quote for either Lot 1 and/or Lot 2.

#### E. PAYMENT ARRANGEMENT:

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



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](mailto:official@caraga.dilg.gov.ph)



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 **December 02, 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.

  
**CHARISSA T. GUERTA**  
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:

**LOT 1**

Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1	unit	<b>Heavy Duty Scanning Machine</b> <ul style="list-style-type: none"> <li>• 600 DPI x 600 DPI (H x V)</li> <li>• Monochrome: 50 image/min.</li> <li>• Colored: 25 pages/min.</li> </ul>	1		
2	unit	<b>DSLR Camera</b> <ul style="list-style-type: none"> <li>• 20 MP, 30-50 fps</li> <li>• w/ SD Memory, 16GB</li> <li>• w/ Rechargeable battery</li> </ul>	1		

**TOTAL** =====

**LOT 2**

Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
3	pcs.	<b>Smart Buddy Cellular Card</b> <ul style="list-style-type: none"> <li>• 300 worth of Call/Text per card</li> </ul>	12		
4	pcs.	<b>Talk 'n Text Cellular Card</b> <ul style="list-style-type: none"> <li>• 300 worth of Call/Text per card</li> </ul>	6		
5	pcs.	<b>Globe Cellular Card</b> <ul style="list-style-type: none"> <li>• 200 worth of Call/Text per card</li> </ul>	3		

**TOTAL** =====

**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

