



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
1559 Matimco Bldg., Km.4, Libertad, Butuan City
Telefax. Nos. (085) 342-2134/815-1299
website: caraga.dilg.gov.ph; email address: official@caraga.dilg.gov.ph



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT OF GOODS AND SERVICES

RFQ No. 2015-005

The **Department of the Interior and Local Government - Region 13 (DILG-13)**, through its **Bids and Awards Committee (BAC)**, invites interested suppliers to submit their quotation for **Promo Collaterals to be used During the Conduct of the Component 4:Preparedness Dialogue of the Operation Listo** with an Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (**P75,000.00**) which the entity will procure through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Deliverables:

A. Location

The suppliers shall be based in Butuan City.

B. DATE

The delivery dates shall be February 27, 2015 for 50% of the goods and the other 50% on March 6, 2015.

C. Item Requirements:

1 Lot – Early Preparedness Manual for Mayors (*please see attached "Annex C" for the specification*) – Total Cost: Php 75, 000.00

D. PAYMENT ARRANGEMENT:

The DILG shall pay the supplier **after 100% delivery of the items**.

DILG 13 now invites legally, technically, and financially capable provider to submit quotation for the supplies.

Sealed quotations and documentary requirements (Annex "B") must be delivered/submitted to the address below on or before **February 13, 2015 at 8:30 AM**. Late proposal shall not be accepted.

THE BIDS AND AWARDS COMMITTEE
DILG-REGIONAL OFFICE XIII
1559 MATIMCO BLDG., KM 4
LIBERTAD, BUTUAN CITY

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 D. GUERTA
Chairperson, BAC

Annex "A"

Item No.	Item Description	QTY	Unit
1	Early Preparedness Manual for Mayors <i>(please see attached "Annex C" for the specification)</i>	500	Lot

Annex "B"

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	PRICE
1	Lot	Early Preparedness Manual for Mayors <i>(please see attached "Annex C" for the specification)</i>	500	

GRAND TOTAL =====

For eligibility consideration, bidder is requested to submit the following: (i) Mayor's Permit; (ii) DTI or SEC Registration Certificate; and (iii) PhilGEPS Registration, **together with this price quotation form.**

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

Annex "C"

Early Preparedness Manual Printing Specification

Type: Perfect Bind or Spring Bind (Wire Spiral)
Color: Full-Colored print (Text with Minimal Graphics)
Size: 9 x 7 inches (landscape)
Cover: C2S 220 (Glossy)
Interior Paper: C2S 100 (Glossy)