Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (Caraga Region) Butuan City

Mode of Procurement	**NEGOTIATED PROCUREMENT - SVP**	RFQ No.:	2018 - 070
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	October 10, 2018
Office/End-User	Finance and Administrative Division (FAD)		
Company Name			
Address			
Business Permit No.			
TIN No.			
PhilGEPS Registration No.			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may qoute by lots.
3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
8. The item(s) shall be delivered within TEN (10) calendar days from receipt of Purchase Order (PO).
9. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent of one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Payment shall be made after 100% delivery of the service(s).
12. Only quotations submitted on or before October 15, 2018 / 12:00 n.n., the deadline, shall be accepted.
13. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.

APPROVED BUDGET FOR THE CONTRACT (ABC):	Prepared by	Approved by
PHP 99,900.00	IMI LOUDA B. ESPINA BAC Secretariat	RAY GREGORY F. JARANILLA BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
Purpose:	**Supplies for Support to the Regional Office Personnel Year-End Activity**					
LOT 1	**POLO SHIRT** (design attached)	222	piece	**450.00**		
	TOTAL					
	NOTE: In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.					
	1. Applicable Registration Certificate					
	a) SEC Registration Certificate for Corporations					
	b) DTI Registration Certificate for Sole Proprietorship					
	c) Cooperative Development Authority Registration Certificate for Cooperatives					
	3. Valid Business Permit					
	4. Valid PhilGEPS Registration Certificate					

Warranty | Price Validity |

After having carefully read and accepted your General Conditions, I / WE quote you on the item(s) at prices noted above.

Printed Name / Signature / Date

Tel. No. / Cellphone No.