

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

Name of Procuring Entity:	DILG	RFQ No. :	2018 - 059
		Date: September 28, 2018	
Office / End-User:	RPDMU		
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 quote 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 2, 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): PHP 62,870.00	Prepared by IMILLOUDA B. ESPINA BAC Secretariat	Approved by RAY GREGORY F. JARANILLA BAC Chairperson
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
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Purpose: Supplies in Support to Locally-Funded Project Activities

LOT 1	BONDPAPER, A4, 80GSM	20	ream	190.00		
	FILING BOX, WITH COVER	50	piece	400.00		
	STAPLER, heavy duty	5	piece	380.00		
	ID HOLDER, with lace	78	piece	15.00		
	CANON PAPER, A4	10	pack	120.00		
	TOTAL					

LOT 2	FLASH DRIVE (material storage), 8GB	24	piece	450.00		
	OFFICE JET 971XL, cyan	1	unit	6,000.00		
	OFFICE JET 971XL, magenta	1	unit	6,000.00		
	OFFICE JET 971XL, yellow	1	unit	6,000.00		
	OFFICE JET 971XL, black	1	unit	6,000.00		
	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.