

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region XIII (Caraga Region) Butuan City



Name of Procuring Entity:	DILG XIII Caraga	RFQ No. :	2019-027
		Date:	APRIL 25, 2019
Office/End-User:	LGCDD		
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:

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| <ol style="list-style-type: none"> Bidders shall provide correct and accurate information required in this form. Bidders may quote for any or all items. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 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. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). The item(s) shall be delivered within <u>two (2) days</u> calendar days from receipt of Purchase Order (PO). | <ol style="list-style-type: none"> The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 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. Payment shall be made after 100% delivery of the supplies. Only quotations submitted on or before APRIL 29, 2019/04:00 p.m., the deadline, shall be accepted. The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 54,500.00	Prepared by:  KRISTINE JEAN E. FORSUELO BAC-Sec. Member	Approved by:  RAY GREGORY F. JARANILLA BAC Chairperson
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ITEM	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
Purpose: Supplies for the Conduct of the Orientation on Executive Order (EO) No.70 on May 8, 2019.						
Lot 1	BONDPAPER, A4. 70GSM	10	ream	200.00		
	FILERS	10	pc	350.00		
	ENVELOPE, PLASTIC, high quality w/ ziplock or zipper closure	200	set	75.00		
	SIGNPEN, black/blue, heavy-duty	200	pc	50.00		
	NOTEBOOK, heavy-duty, high quality, size: "smaller than standard size"	200	pc	75.00		
	TOTAL				750.00	
Lot 2	LOAD CARDS	10	pc	300.00		
	TOTAL				300.00	
Lot 3	TARPAULIN	4	pc	1,500.00		
	TOTAL				1,500.00	

REQUIREMENT						
1	In order to be eligible for this procurement, suppliers /service providers must submit, together with the					
	Applicable Registration Certificate, any of the following:					
	a) SEC Registration Certificate for Corporations			[]	[]	
	b) DTI Registration Certificate for Sole Proprietorship			[]	[]	
	c) Cooperative Development Authority Registration Certificate for Cooperatives			[]	[]	
2	Valid Business Permit			[]	[]	
3	Valid PhilGEPS Registration Certificate			[]	[]	
4	Income / Business Tax Return			[]	[]	
5	Omnibus Sworn Statement			[]	[]	

Reference [TO BE FILLED OUT BY GENERAL SERVICES DIVISION]						
1	Approved and funded PPMP			[]	[]	
2	Approved and funded Activity Design			[]	[]	

Warranty	Price Validity
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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.