

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. : 2019-043
		Date: AUGUST 16, 2018
Office/End-User:	LGCCD	
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"> 1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 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 <u>two (2) days</u> calendar days from receipt of Purchase Order (PO). | <ol style="list-style-type: none"> 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 supplies. 12. Only quotations submitted on or before AUGUST 20, 2019/04:00 P.m., 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 108,850.00	Prepared by:  KRISTINE E. FORSUELO BAC-Sec. Member	Approved by:  RAY GREGORY E. JARANILLA BAC Chairperson
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ITEM	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
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Purpose: Purchase of office supplies for LGCCD Division

Lot 1	White Folder (long)	3	bundle	400		
	Expanding Folder (long, pressboard)	300	pcs	30.00		
	Expanding Envelope (brown)	100	pcs	35.00		
	Alcohol	5	pcs	80.00		
	Stapler	5	pcs	60.00		
	Staple wire (standard)	15	box	35.00		
	Guntucker (heavy duty)	2	pcs	2,000.00		
	Short Fastener (2") plastic	10	box	50.00		
	Long Fastener (8") plastic	10	box	80.00		
	Backfold clip (63mm)	10	box	100.00		
	Scissor	5	pcs	150.00		
	Double sided tape w/o foam	5	pcs	30.00		
	Double sided tape w/ foam	5	pcs	25.00		
	Pencil	20	pcs	10.00		
	Sticky Note (1x2)	20	pack	50.00		
	Please sign sticker	10	pack	55.00		
	Legal size bond paper 80 gsm	35	ream	280.00		
	Ballpen (50 pcs per box)	150	pcs	10.00		
	Stapler (heavy duty)	5	pcs	300.00		
	Staple wire (heavy duty) 10mm	20	box	65.00		
Data file box w/ cover	35	pcs	250.00			
TOTAL				4,095.00	-	

Lot 2	HP Officejet 970XL Black Toner	2	pcs	7,000.00		
	HP Officejet 971XL Cyan Toner	2	pcs	6,000.00		
	HP Officejet 971XL Magenta Toner	2	pcs	6,000.00		
	HP Officejet 971XL Yellow Toner	2	pcs	6,000.00		
	HP Officejet 970 Black Toner	2	pcs	6,000.00		
				TOTAL	31,000.00	-
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						

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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.