



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.:	2019 - 048
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	August 23, 2019
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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote by lots.**
- 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 FIFTEEN (15) calendar days from receipt of Purchase Order (PO).
- 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 service(s).
- Only quotations submitted on or before **August 27, 2019 / 12:00 nn.**, 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.

APPROVED BUDGET FOR THE CONTRACT (ABC) PHP 162,300.00	Prepared by IMI LOUDA 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: Roll-out / Training of the Seal of Good Local Governance for Barangay Application System and the Policy Compliance Monitoring System

LOT 1	BALLPEN	350	piece	25.00		
	BONDPAPER, long size, 80gsm	80	ream	350.00		
	CERTIFICATE HOLDER, A4	100	piece	60.00		
	FILING BOX with cover	30	piece	300.00		
	HEAVY DUTY EXTENSION CORD, 5m	5	piece	800.00		
	ID with jacket	350	piece	20.00		
	NOTEBOOK, HIGH QUALITY	350	piece	40.00		
	PHOTO PAPER	50	pack	250.00		
	PLASTIC BOX, 95 liter	6	piece	1,200.00		
	PLASTIC ENVELOPE with zipper	359	piece	50.00		
	RING BINDER FOLDER, 1.5 inches, with label on the side	30	piece	300.00		
	SIGNPEN, liquid gel, 0.5 mm ball, Needle point	100	piece	60.00		
	STICKER PAPER	20	pack	100.00		
TOTAL						
LOT 2	BROTHER INK, J200	6	set	2,000.00		
	EPSON PRINTER INK	5	set	2,000.00		
	USB HUB with 4 ports	4	pack	600.00		
	WIRELESS MOUSE	5	piece	1,300.00		
TOTAL						

REQUIREMENT

1	In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements 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	[]

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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.