

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. :	2020-093
		Date: NOVEMBER 26, 2020

Office/End-User:	LGCD
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:

<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>fifteen (15) 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 DECEMBER 1, 2020/02:00 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 777,906.00	Prepared by (sgd) NAOMI O. OLIVA BAC Secretariat	Approved by (sgd) RAY GREGORY F. JARANILLA BAC Chairperson
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ITEM	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
Purpose: COVID-19 IEC Materials for Printing						
	Booklet (A4 Size)	302	pc	278.00		
	Flipchart (24 x 15 inches)	160	pc	650.00		
	Posters (18.35 x 28.47 inches)	11799	pc	50.00		
	TOTAL			978.00		

REQUIREMENT						
	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, 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			[]	[]	
2	Approved and funded Activity Design			[]	[]	

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.