

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. :	2020-103
		Date: NOVEMBER 26, 2020
Office/End-User:	ORD	
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>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 78,050.00	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
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Purpose: Supplies for FY 2020 Year-End Assessment and FY 2021 Target Setting for Locally Funded Projects on Dec. 16-17, 2020.

	paper (A4 80 gsm)	20	ream	350.00		
	Paper (long 80gsm)	15	ream	400.00		
	Epson Ink (Black Cyan, Magenta, Yellow)	10	set	2,000.00		
	HP Laserjet MFP M436N Toner	2	pcs	12,000.00		
	Canon Special Paper	10	packs	60.00		
	Training Kits (envelope, notebook, signpen)	30	pcs	150.00		
	Long Expanded Envelope (brown)	30	pcs	15.00		
	Plastic Storage box 510*360*276mm	2	pcs	1,500.00		
	Stapler with staple remover	5	pcs	500.00		
	Mega Storage Box, made of chipboard	20	pcs	500.00		
TOTAL				17,475.00		

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.