



<b>MODE OF PROCUREMENT: Small Value Procurement</b>	RFQ No. :	<b>2022-005-020</b>
Name of Procuring Entity: <b>Julius Rodel L. Cal-Ortiz</b>	Date:	<b>05/16/2022</b>
Office/End User: <b>DILG Sorsogon</b>		
Company Name:		
Address		

**\*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"> <li>Bidders shall provide correct and accurate information required in this form.</li> <li>Bidders may quote for any or all items.</li> <li>Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</li> <li>Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li>Liquidated damages equivalent to one-tenth of one percent (0.1%) 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.</li> </ol> |
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NOTE:

\*In order to be eligible for this procurement, suppliers/ service providers must submit together with the quotation/ proposal the following eligibility requirements:

- Valid Business Permit 2021
- Latest Income/Business Tax Return
- PhilGEPS Registration No. (Please indicate on the space provided above)
- Others (please specify)

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PHP 198,400.00**

**REBECCA O. BRITANICO**  
 BAC Chairman

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	EXPANDABLE PLASTIC ENVELOPE (THICK)	349	pcs	60.00	
2	TRANSPARENT PVC BAG SMALL	114	pcs	40.00	
3	STENO NOTEBOOK	349	pcs	20.00	
4	BALLPEN (GEL BASE)	349	pcs	15.00	
5	ALCOHOL (40 mL)	463	pcs	40.00	
6	FACE MASK (KF94) (5PCS PER PACK)	463	packs	25.00	
7	ID W/ LANYARD (B4 size)	463	pcs	25.00	
8	PENTEL PEN	150	pcs	45.00	
9	FLASH DRIVE (32GB) FOR LGUs	10	pcs	600.00	
10	GEL PEN (0.5)	60	pcs	50.00	
11	FACE MASK	6	box	150.00	
12	STICKER PAPER	25	packs	75.00	
13	BOARD PAPER (10S)	25	packs	100.00	
14	CERTIFICATE PAPER (10S)	50	packs	65.00	
15	ALCOHOL PUMP	6	pcs	200.00	
16	ALCOHOL REFILL	12	pcs	500.00	
17	GLOBE 500 Loadcard	5	pcs	500.00	
18	TNT 500 Loadcard	5	pcs	500.00	
19	SMART 500 Loadcard	5	pcs	500.00	
20	SMART BRO 500 Loadcard	12	pcs	500.00	
21	BOND PAPER (A4)	50	reams	220.00	

22	BOND PAPER (LONG)	50	reams	255.00
23	EXPANDABLE FOLDERS (LONG)	300	pcs	20.00
24	EXPANDABLE ENVELOPE (LONG)	200	pcs	20.00
25	WHITE FOLDER (LONG)	239	pcs	10.00
26	SCISSORS	10	pcs	60.00
27	STAPLER WITH STAPLE REMOVER	10	pcs	250.00
28	STAPLE WIRE	5	box	70.00
29	PUNCHER	5	pcs	250.00
30	INK 003 (BLACK INK)	6	pcs	400.00
31	INK 003 (COLORED SET)	6	pcs	1,100.00
32	INK 001 (BLACK INK)	6	pcs	500.00
33	INK 001 (COLORED SET)	6	pcs	1,100.00
34	TABLE NAPKIN (TISSUE)	12	pcs	50.00
35	HARD DRIVE (500 GB)	5	pcs	2,000.00
36	TEMPERATURE SCANNER WITH ALCOHOL DISPENSER	1	pcs	2,500.00
37	PLDT WIFI BROADBAND w/ SIM	1	pcs	1,500.00
****Nothing Follows****				

<b>Warranty</b>		<b>Price Validity</b>	
<p><b>After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.</b></p>			
			Printed Name/Signature/Date
			Tel. No./Cellphone No.