



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office No. V, Rizal Street Legazpi City

REQUEST FOR PROPOSAL

MODE OF PROCUREMENT:	Shopping (Section 52.1b)	RFQ No. :	2020-111
Name of Procuring Entity:	DILG	Date:	October 16, 2020
Office/End User:	FAD-HRMO		
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:**
- Bidders shall provide correct and accurate information required in this form.
 - Bidders may quote for any or all items.
 - 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 DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
 - 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 amount of the contract, without prejudice to other courses of action and remedies open to it.

APPROVED BUDGET FOR THE CONTRACT (ABC):	PHP 58,300.00	ALFREDO L. SALLAN BAC Chairman
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Item No.	ITEM DESCRIPTION	Qty.	Unit	Approved Budget for the Contract (ABC)	Unit Price	Total Price	Compliance to Technical Specifications (Please Check)		Remarks
							Yes	No	
PURCHASE OF OFFICE SUPPLIES FOR PRINTING AND FILING OF DOCUMENTS OF 2,800 CONTRACT OF SERVICE OF THE CONTACT TRACERS									
1	Paper Binder Clip (medium)	12	box	300.00					
2	Paper Binder Clip (Small)	12	box	240.00					
3	Epson 664 Ink (black, blue, yellow, magenta)	6	set	9,000.00					
4	EPSON Ink 003 (black, cyan, yellow, magenta)	6	set	9,000.00					
5	Brother TN-2380	2	pc	6,600.00					
6	Green Folder legal	100	pc	800.00					
7	paper fastener (metal)	12	box	1,920.00					
8	Scotch Tape (1 inch)	5	roll	800.00					
9	book paper, legal size	100	ream	25,000.00					
10	book paper, A4	12	ream	2,640.00					
11	paper clip (big)	50	box	1,000.00					
12	paper clip small	50	box	500.00					
13	staple wire	10	box	500.00					

REF:
 Purchase Request No. 2020-10-146
 Approved and Funded PPMP

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

- Supply & Delivery Conditions:**
- Deliver of item is required: **7CD DAYS AFTER RECEIPT OF PURCHASE ORDER (P. O.):**
 - Details related to implementation shall be communicated with **MA. PIA M. SALAMENO ; End-User.**

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

- Valid Business Permit, Mayors Permit, Certificate of Business Name (DTI, SEC) [] []
- PhilGEPS Registration (Please indicate on the space provided above) [] []

Important:
 *Please submit your quotation/s **on/or before** _____ **at 09:00 am.**



REQUEST FOR QUOTATIONS

PURCHASE OF OFFICE SUPPLIES FOR PRINTING AND FILING OF DOCUMENTS OF 2,800 CONTRACT OF SERVICE OF THE CONTACT TRACERS

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Fifty-eight Thousand Three Hundred Pesos (Php 58,300.00)**; being the Approved Budget for the Contract to payments for the contract: **PURCHASE OF OFFICE SUPPLIES FOR PRINTING AND FILING OF DOCUMENTS OF 2,800 CONTRACT OF SERVICE OF THE CONTACT TRACERS**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **PURCHASE OF OFFICE SUPPLIES FOR PRINTING AND FILING OF DOCUMENTS OF 2,800 CONTRACT OF SERVICE OF THE CONTACT TRACERS**

The Bids and Awards Committee (BAC) will invite sufficient number of suppliers (at least three [3] suppliers of good standing) to ensure effective competition. The selection of the successful offer shall be based on the best and final offer that will be submitted on a specified date, which should meet this Office's minimum technical requirements and does not exceed the ABC.

Procurement will be conducted through **Shopping under Section 52.1b** as prescribed under Rule XVI – Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

The deadline for the submission of quotations/proposals is on 28 OCT 2020, 9:00 AM, which shall be delivered to the BAC Secretariat, 2nd floor Regional Office No. 5, Rizal St., Legazpi City. Late quotations/proposals shall not be accepted.

DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) reserves the right to accept or reject any or all the bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders..

For further information, please contact the BAC Secretariat Office, 2nd floor Regional Office No. 5, Rizal St., Legazpi City, and Telephone: (052) (052) 480-1486.

Approved:


ALFREDO L. SALLAN
BAC Chairman