



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

## REQUEST FOR QUOTATIONS

MODE OF PROCUREMENT:	Small Value Procurement (Section 53.9)	RFQ No. :	GDS-2021-4 -081B
Name of Procuring Entity:	DILG	Date:	May 10, 2021
Office/End User:	FAD-GSS		
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 shall quote for individual item amounting 5k above and per lot if below 5k.
- 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 responsive Bidder (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.
- Request for quotation must be signed and sealed.

## APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 111,090.00

ALFREDO L. SALLAN  
BAC Chairman

	ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
							Yes	No	
<b>Purchase of IT Supplies and Consumables for the Operational Use of the DILG Regional Office V for the First Semester of 2021.</b>									
1	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	6	piece	24,600.00					
2	FLASH DRIVE, 16 GB capacity	12	piece	3,600.00					
3	INK CART, EPSON C13T664100 (T6641), Black	10	cart	3,500.00					
4	INK CART, EPSON C13T664200 (T6642), Cyan	10	cart	3,800.00					
5	INK CART, EPSON C13T664300 (T6643), Magenta	10	cart	3,800.00					
6	INK CART, EPSON C13T664400 (T6644), Yellow	10	cart	3,800.00					
7	INK CART, HP CZ107AA, (HP678), Black	6	cart	3,570.00					
8	Ink Cartridge, HP F6V26AA (HP680) Tri-color	8	cart	4,760.00					
9	Ink Cartridge, HP F6V27AA (HP680) Black	8	cart	4,760.00					
10	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	2	cart	2,800.00					
11	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Origin	2	cart	2,800.00					
12	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Origin	2	cart	2,800.00					
13	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	5	cart	8,500.00					

14	MCUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	8	unit	2,000.00				
15	MOUSE, WIRELESS, USB	8	unit	2,000.00				
16	TONER CART, HP CE285A (HP85A), Black	8	cart	34,000.00				

Purchase Request No. 2021-04-081  
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:**

1. Deliver of item is required: 7 Calendar Days upon receipt of Purchase Order
2. Details related to implementation shall be communicated with End-User NARCISA M. CLAVERON.

**NOTE:**

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

1. Valid Business Permit, Mayors Permit, Certificate of Business Name Registration, (DTI, SEC), Tax Clearance (50K Above) and BIR Form 1701 Annual Income Tax Return (500K Above) [ ] [ ]

2. PhilGEPS Registration (Certificate Page 1, 2 and 3 for Platinum) [ ] [ ]

3. Notarized Omnibus Sworn Statement to be submitted before the Notice of Award and Purchase Order (50K Above)

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