



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-2021-133
Name of Procuring Entity:	DILG RO V	Date:	May 26, 2021
Office/End User:	ORD-PDMU		
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 554,838.00

ALFREDO L. SALLAN
BAC Chairperson

	ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
							Yes	No	
Provision of Labor and Materials for the Printing of Covid-19 Vaccination Tool Kit									
1	Cover Notes (A5, 2 pages back-to-back, 180gsm, C2S Hard Matte, with lamination)	1178	pcs	5,890.00					
2	Message for Vaccine Champions (A4, 9 pages back-to-back, Portrait, Saddle stitched, C2S 100gsm Glossy, Full color; Cover: Kromekote 189#)	1178	pcs	70,680.00					
3	Leaders' Message Poster (A3, 2 different posters, Kromekote 189#, Full color)	1178	pcs	9,424.00					
4	Community Leaders' Message Poster (A3, 1 poster, Kromekote 189#, Full color)	1178	pcs	9,424.00					
5	Champion's Kit Access (7"x7", 2 pages back-to-back, 180gsm, C2S Hard Matte, with lamination)	1178	pcs	5,890.00					
6	10 must-knows on COVID-19 Vaccines Pamphlet (A4, 2 pages back to back, Three-fold pamphlet, 120 gsm, C2S Glossy, Full color)	1178	pcs	4,712.00					
7	Printing Instructions for Resbakuna Materials (210mmx210mm/720x720 resolution, 13 pages back-to-back, Saddle stitched, 100gsm, C2S Glossy, Full Color, Cover: Kromekote 189#)	1178	pcs	70,680.00					
8	Resbakuna Brand Guidelines and Prototypes (13.33"x7.5"/720x405 resolution, 38 pages back-to-back, Landscape, Saddle stitched, 100gsm, C2S Glossy, Full Color, Cover: Kromekote 189#)	1178	pcs	94,240.00					

9	Local Health system health promotion playbook for COVID-19 Vaccine Demand Generation and Communications (8.5"x11", 50 pages back-to-back, Ring-bind, 100gsm, C2S Glossy, Full Color, Cover: Kromekote 189#)	1178	pcs	95,418.00					
10	Vaccine Roadmap Brochure (Legal, 2 pages back to back, Filipino pages only, Three-fold pamphlet, 1 pamphlet only, 120 gsm, C2S Glossy, Full color)	1178	pcs	4,712.00					
11	The Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines (8.27"x11.69", 137 pages, Ring-bind, 70gsm Book paper, Full Color, Cover: Kromekote 189#)	1178	pcs	160,208.00					
12	Glossary of Terms (A5, 30 pages back-to-back, Landscape, Saddle stitched, C2S Glossy, Full Color, Cover: Kromekote 189#)	1178	pcs	23,560.00					

Purchase Request No. 2021-05-133
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 CD Upon Approval of Final Draft
2. Details related to implementation shall be communicated with End-User LEANDRO S. GIGANTOCA.

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.**