



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Barangay 17, Rizal St, Legazpi City

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REQUEST FOR QUOTATIONS

MODE OF PROCUREMENT:	Small Value Procurement (Section 53.9)	RFQ No.	GDS-2021-332
Name of Procuring Entity:	DILG RO V	Date:	November 23, 2021
Office/End User:	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 79,360.00

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 Printing of Subaybayan Pamphlet for PDMUs Operation

1	Subaybayan Pamphlet (A5, 10 pages including front and back covers, 100gsm, Matte, Laminated, Full Color on cover and inside pages, staple binding Delivery in 30 days upon approval of the final draft.	256	pcs	79,360.00					
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PR No. 2021-11-332
 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	

Supply & Delivery Conditions:

- Deliver of item is required: **Delivery in 30 days upon approval of the final draft.**
- Details related to implementation shall be communicated with End-User **ELMER M. VILLANUEVA**

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 Registration, (DTI, SEC), Tax Clearance (500K Above) and BIR Form 1701 Annual Income Tax Return (500K Above) [] []
- PhilGEPS Registration (Certificate Page 1, 2 and 3 for Platinum) [] []
- Notarized Omnibus Sworn Statement to be submitted before the Notice of Award and Purchase Order (50K Above)
- Must Have Land Bank Account

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