



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Regional Office No. V, Rizal Street Legazpi City

REQUEST FOR QUOTATIONS

Document Code: <b>EM-QP-DILG-AS-RO-10-07</b>		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

MODE OF PROCUREMENT:	<b>Small Value Procurement (Section 53.9)</b>	RFQ No. :	<b>GDS-2022-157</b>
Name of Procuring Entity:	<b>DILG</b>	Date:	June 16, 2022
Office/End User:	<b>ORD-RPMO</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:**

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for all individual items amounting to 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 150,860.00**

**MA. RUTHEL P. GIGANTOCA**  
BAC Chairperson

	ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
							Yes	No	

**Procurement of IT Supplies for the Regional Project Monitoring Office**

1	1TB External Hard Drive (USB 3.0)	3	pc	10,680.00					
2	Flash Drive 32 gb (USB 3.0)	4	pc	1,800.00					
3	Powerbank (60000mah)	3	pc	9,000.00					
4	8-port 10/100/1000mbps Desktop Switch	1	pc	2,000.00					
5	Headset (with noise cancelling; USB connection; for Phone/PC/Laptop; color black)	1	pc	3,000.00					
6	Bluetooth Earphones (with noise cancelling; for Phone/PC/Laptop; with microphone; color black)	2	pc	4,000.00					
7	Webcam with Microphone, 1080p 30 FPS Widescreen Video Calling and Recording Zoom Camera, USB	2	pc	5,000.00					
8	Camera Tripod Complete Tripods with Panoramic Ballhead Bubble Level Adjustable Height Portable Travel Tripod for DSLR Digital Cameras Camcorder	1	pc	3,500.00					
9	USB Hub 4 Port	2	pc	1,600.00					
10	Wireless Mouse ( Silent Plus Wireless Mouse 2.4 GHz with USB Nano Receiver 1000 DPI Optical Tracking)	3	pc	3,000.00					
11	Tablet: CPU Speed - 2.2GHz,1.8GHz; 10,090mAh; Camera - 8MP (Rear) + 5MP (Front); Main Display 2560 x 1600 (WQXGA); S Pen and Keyboard Support - Yes; 6gb RAM; 100 GB Ram; Dimension (HxWxD, mm) 185.0 x 284.8 x 6.3;	1	pc	30,000.00					
12	Ink Cart, Brother DCP-T710W, Black	7	pc	3,080.00					
13	Ink Cart, Brother DCP-T710W, Cyan	5	pc	2,200.00					



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*MA. RUTHEL P. GIGANTOCA*  
 BAC Chairperson

Item No.	Description	Quantity	Unit	Unit Price	Total Price
14	Ink Cart, Brother DCP-T710W, Magenta	5	pc	2,200.00	
15	Ink Cart, Brother DCP-T710W, Yellow	5	pc	2,200.00	
16	Epson 003 Ink Black	6	pc	1,800.00	
17	Printer (Print, Scan, Copy; 435 mm x 439 mm x 195 mm; ADF; Wired & wireless) <b>(Feeder Scanner)</b>	1	pc	14,000.00	
18	Battery Charger Recharge MAXI for AA	1	pc	2,800.00	
19	Rechargeable AA battery (2pcs)	2	pc	1,400.00	
20	Pocket Wifi 4g/5g	2	pc	5,000.00	
21	Splitter (HDMI) 2ports	1	pc	1,800.00	
22	HDMI to VGA Adapter	2	pc	1,300.00	
23	Shredder Machine <b>(315 x 158 x 280)</b>	1	pc	5,500.00	
24	Lavalier Condenser Microphone Clip on	2	pc	4,000.00	
25	Projector Screen 70 x 70 with stand	1	pc	3,500.00	
26	Projector 1024 x 768 Output:3,600 lm	1	pc	25,000.00	
27	Voice Recorder	1	pc	1,500.00	

Purchase Request No. 2022-06-157 **150,860.00**  
 Approved and Funded PPMP

<b>Warranty</b>	<b>Price Validity</b>
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: **15 CD Upon receipt of P.O**
  - Details related to implementation shall be communicated with **DARLYN D. AYENDE** 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), Tax Clearance, (50k above), BIR Form 1701 Annual Income tax Return (500k above)
  - PhilGEPS Registration No. (Please indicate on the space provided above)
  - Original Notarized Omnibus Sworn Statement (50k above) must be submitted before the receipt of NOA and PO
  - Must Have Land Bank Account No.

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