



REQUEST FOR QUOTATIONS

Purchase of Office Supplies and Consumables for the Conduct of Regional Rollout of Operation Listo: Disaster Preparedness Manual (Phase I and Phase II)

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Sixty Two Thousand Seven Hundred Fifty Pesos (62,750.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of Office Supplies and Consumables for the Conduct of Regional Rollout of Operation Listo: Disaster Preparedness Manual (Phase I and Phase II)**

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 and Consumables for the Conduct of Regional Rollout of Operation Listo: Disaster Preparedness Manual (Phase I and Phase II)**

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 Negotiated **SMALL VALUE PROCUREMENT (53.9)** an alternative method of procurement specified and 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 6 DEC 2023, 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 THE 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) 830-4774 or at CP No. 0960-8916350.

Approved:


DARLYN D. AYENDE
BAC Chairperson



MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No.:	2023-11-361
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	November 28, 2023
Office/End User:	LG CDD		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER):			

***PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)**

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) 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 prejudice to other courses of action and remedies open to it.

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**APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 62,750.00**

[Signature]
DARLYN D. AYENDE
BAC CHAIRPERSON

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
1	Expandable folder, long, white	200	pc	30.00	6,000.00			
2	Bookpaper, gsm 70, substance 20, A4 size	75	ream	255.00	19,125.00			
3	Bookpaper, gsm 70, substance 20, long size, 8x13	25	ream	265.00	6,625.00			
4	Board paper, A4 size, 200 gsm, pale cream	2	ream	320.00	640.00			
5	ballpoint pens, blue, .5	150	pc	10.00	1,500.00			
6	Gel pen, blue ink, 0.5, 12 pcs per box	20	box	300.00	6,000.00			
7	Gel pen, black ink, 0.5, 12 pcs per box	10	box	300.00	3,000.00			
8	Gel pen, red ink, 0.5, 12 pcs per box	5	box	300.00	1,500.00			
9	Marker, whiteboard, black, ballpoint	20	pc	30.00	600.00			
10	Marker, permanent, black, ballpoint	20	pc	35.00	700.00			
11	Marker, fluorescent, 3pcs /pack	5	pack	50.00	250.00			
12	sign here label	25	pack	30.00	750.00			
13	binder clips, 3/4 inch, assorted color	10	box	35.00	350.00			
14	binder clips, 1 inch, assorted color	5	box	35.00	175.00			
15	Sticker paper, matte, A4, 10pcs/pack	16	pack	50.00	800.00			
16	Heavy duty stapler, long/big size, with staple remover	1	pc	600.00	600.00			
17	Double sided tape without foam, 24mmx5m, high shear adhesive with high temperature resistance	2	roll	180.00	360.00			
18	Double sided tape with foam, 24mmx5m, high shear adhesive with high temperature resistance	2	roll	200.00	400.00			
19	tape, transparent, 1 inch	5	roll	25.00	125.00			
20	tape, masking, 1 inch	5	roll	45.00	225.00			
21	Staple wire, #35, heavy duty, standard staples	5	box	65.00	325.00			
22	correction tape, 8meters	20	pc	35.00	700.00			
23	Brother DCP-T720DW ink	6	set	2,000.00	12,000.00			

62,750.00

GRAND TOTAL PER LOT:

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.