



REQUEST FOR QUOTATIONS

Purchase of Office Supplies for the conduct of C4PEACE Consultation and Strategic Planning with Provincial Offices on February to April 2024

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Sixty Thousand One Hundred Eighty Pesos (60,180.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of Office Supplies for the conduct of C4PEACE Consultation and Strategic Planning with Provincial Offices on February to April 2024**

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 for the conduct of C4PEACE Consultation and Strategic Planning with Provincial Offices on February to April 2024**

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 30 JAN 2024, 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



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Rizal Street, Old Albay, Legazpi City

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MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No. :	2024-01-009
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	January 22, 2024
Office/End User:	RPMO		
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 60,180.00				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	A4 Bond Paper 80 gsm	30	box	1,250.00	37,500.00			
2	A4 Bond Paper 100 gsm	2	box	1,650.00	3,300.00			
3	Sign Pen (Blue) 1.0mm (12 pcs)	4	box	970	3,880.00			
4	Sign Pen (Blue) 0.5mm (12 pcs)	5	box	300	1,500.00			
5	Plastic Hard Thick Transparent ID badge/Holder/Jacket Portrait Size: 10.5 cm x 15 cm	200	pc	30	6,000.00			
6	A4 Photo Paper (Mauve/Matte/Satin) (20 sheets)	40	pack	200	8,000.00			
60,180.00						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.