



MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No.:	2024-01-013B
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	January 24, 2024
Office/End User:	FAD-GSS		
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.

Purchase of IT Supplies for the Operational Use of the DILG Regional Office V for the First Quarter of 2024

APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 241,905.00


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	DIGITAL VOICE RECORDER	1	unit	5,000.00	5,000.00			
2	EXTERNAL HARD DRIVE	6	unit	3100.00	18,600.00			
3	FLASH DRIVE, 16GB	17	pc	350.00	5,950.00			
4	COMPUTER MOUSE, Wireless	13	unit	400.00	5,200.00			
5	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	7	cart	300.00	2,100.00			
6	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	3	cart	300.00	900.00			
7	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	3	cart	300.00	900.00			
8	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	13	cart	300.00	3,900.00			
9	TONER CARTRIDGE, HP CE285A (HP85A), Black	7	cart	3,400.00	23,800.00			
10	UNINTERRUPTIBLE POWER SUPPLY	2	unit	2,700.00	5,400.00			
11	KEYBOARD	6	unit	200.00	1,200.00			
12	EPSON INK 003 BLACK	68	pack	300.00	20,400.00			
13	EPSON INK 003 CYAN	44	pack	300.00	13,200.00			
14	EPSON INK 003 MAGENTA	44	pack	300.00	13,200.00			
15	EPSON INK 003 YELLOW	44	pack	300.00	13,200.00			
16	BROTHER DCP-T720DW INK	4	set	1,800.00	7,200.00			
17	INK, BROTHER BT5000 BLACK	7	bottle	500.00	3,500.00			
18	INK, BROTHER BT5000 CYAN	6	bottle	500.00	3,000.00			
19	INK, BROTHER BT5000 MAGENTA	6	bottle	500.00	3,000.00			
20	INK, BROTHER BT5000 YELLOW	6	bottle	500.00	3,000.00			

21	BROTHER, BTD60 BLACK	3	cart	1,500.00	4,500.00			
22	CANON G2010 INK BOTTLE REFILL GI-790	10	set	1,700.00	17,000.00			
23	CANON INK G1010	4	pc	500.00	2,000.00			
24	WIRELESS MICROPHONE	1	unit	2,300.00	2,300.00			
25	COMPUTER INK HP1102 (85A)	2	pc	3,500.00	7,000.00			
26	INK, EPSON 664, BLACK	13	bottle	275.00	3,575.00			
27	INK, EPSON 664, YELLOW	12	bottle	300.00	3,600.00			
28	INK, EPSON 664, MAGENTA	12	bottle	300.00	3,600.00			
29	INK, EPSON 664, CYAN	12	bottle	300.00	3,600.00			
30	INK, BROTHER DCP-T710W, BLACK	3	bottle	400.00	1,200.00			
31	INK, BROTHER DCP-T710W, YELLOW	2	bottle	400.00	800.00			
32	INK, BROTHER DCP-T710W, MAGENTA	2	bottle	400.00	800.00			
33	INK, BROTHER DCP-T710W, CYAN	2	bottle	400.00	800.00			
34	BROTHER TONER (TN 2380)	1	Unit	4,000.00	4,000.00			
35	BROTHER DRUM (DR 2355)	1	Unit	3,500.00	3,500.00			
36	SOUND CARD	2	pc	1,000.00	2,000.00			
37	PHOTOCOPIER TONER TN 116	1	bottle	3,500.00	3,500.00			
38	HDMI SPLITTER	2	pc	2,500.00	5,000.00			
39	TONER CART, HP 35A, BLACK	4	pc	5,000.00	20,000.00			
40	MOUSE PAD	6	pc	80.00	480.00			
						241,905.00	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.		



REQUEST FOR QUOTATIONS

Purchase of IT Supplies for the Operational Use of the DILG Regional Office V for the First Quarter of 2024

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Two Hundred Forty One Thousand Nine Hundred Five Pesos (241,905.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of IT Supplies for the Operational Use of the DILG Regional Office V for the First Quarter of 2024**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of IT Supplies for the Operational Use of the DILG Regional Office V for the First Quarter of 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 31 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