



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

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Rev. No.	Eff. Date	Page
01	06.01.23	1 of 1

MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No. :	2024-02-035
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	February 21, 2024
Office/End User:	ORD-RICTU		
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:

1. Bidders shall provide correct and accurate information required in this form.

2. Bidders may quote for any or all items.

3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.

4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.

5. 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.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).

7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

8. 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 ICT resources for maintenance and operational use of Budget, PDMU, and RICTU offices

APPROVED BUDGET FOR THE CONTRACT (ABC):  
PHP 59,960.20

MA. RUTHEL P. GIGANTOCA  
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	Mouse -silent -wireless -Nano receiver -dpi (atleast 2000) 3 levels	1	pc	527.80	527.8			
2	Headset -USB type -Adjustable Headband -Digital Quality Sound -Noise Cancelling Mic	4	pc	574.20	2296.8			
3	PRINTER INK for BROTHER DCP-T720DW ( Black, Cyan, Yellow, Magenta) BOTTLED INKS -(D60BK BLACK),(BT6000 BK BLACK) -(BT5000C CYAN) -(BT5000Y YELLOW) -(BT5000M MAGENTA)	1	pc	1,496.40	1496.4			
4	HP LaserJet Pro P1102 Printer Toner Cartridge -Colour: Black -Cartridge yield (approx): 1,600 pages -Printer compatibility: M1212, M1217, P1102	1	pc	5,500.00	5500			
5	WIFI Dongle -USB WiFi Adapter for PC -Wireless Network Adapter for Desktop with 2.4GHz, 5GHz High Gain Dual Band 5dBi Antenna	2	pc	850.00	1700			
6	Sound Card -USB External Sound Card Metal Type -USB2.0 A Male 3.5mm Female -Sampling Rate: 44.1/48K@16bit Transmission Direction: USB to Headphones+Headset Shell: Aluminum Alloy	3	pc	675.00	2025			
7	USB C Female to USB Type A Male Adapter -Charging/ Data transfer -Size: about 2.3*1.2 * 0.6 CM -Weight: about 4g -Speed: 4-core solder joints are powered (up to usb3.0 speed) -Product interface: USB type A+Type-C3.0	3	pc	350.00	1050			



8	<p><b>A3 PRINTER</b> Fax, Print, Scan, Copy PRODUCT DIMENSIONS (WIDTH X DEPTH X HEIGHT) 575 mm x 477 mm x 310 mm PRINT SPEED 22/20 ipm PAPER TYPE Plain, Inkjet, Glossy (cast/resin), Recycled PAPER SIZE A4, Letter, Executive, B5A3, Ledger, B4, Legal, Folio, A5, B6, A6, Photo-4"x6", Indexcard-5"x8", Photo-3.5"x5", Photo-5"x7", C5 Envelope, Com-10 Envelope, DL Envelope, Monarch Envelope, Mexico Legal, India Legal MAXIMUM PAPER CAPACITY Up to 250 sheets (80 gsm) RESOLUTION up to 1200x4800 dpi  PRINTING WIDTH A3: 291 mm/297 mm (With Border/Borderless) Ledger: 273.4 mm/279.4 mm (With Border/Borderless) BORDERLESS A4, Letter, A6, Photo (10 cm x 15 cm), Photo L (89 mm x 127 mm), Photo 2L (13 cm x 18 cm), Index Card (127 mm x 203 mm), A3, Ledger 2-SIDED - PAPER SIZE A3, Ledger, JIS B4, Legal, Folio, A4, Letter, Executive, A5, JIS B5, JIS B6, Mexico Legal, India Legal  COLOUR: Yes MONOCHROME: Yes MULTIPLE COPIES: Stacks/sorts up to 999 pages ENLARGE/REDUCE: 25% to 400% (in increments of 1%) RESOLUTION Print: Max. 1200x4800 dpi Scan: Max. 600x600 dpi (FB) Max. 300x600 dpi (ADF) 2-SIDED - PAPER TYPE Plain paper, Recycled paper 2-SIDED - PAPER SIZE Ledger, Legal, Folio, Letter, A3, A4, A5, A6, Photo-4"x6", Mexico Legal, India Legal Connectivity: USB/USB 2.0 LAN: Yes WIRELESS LAN IEEE 802.11b/g/n (Infrastructure) IEEE 802.11g/n (Wi-Fi Direct™)</p>	1	unit	44,500.00	44500	
9	<p><b>KVM Switch with controller</b> 4 in (15 PIN VGA - Female) 1 out (15 PIN VGA - Female) 3 USB Port Type A 2.0 Micro Interface - 1 Interface appearance: 4 light signal indicator  VGA Interface: VGA video input interface with power pin  with User's Manual, 4 KVM cable and remote controller switching</p>	1	unit	864.2	864.2	
					59,960.20	
Warranty					Price Validity	
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.						
Delivery Date: 15 calendar days upon receipt of P.O.					Printed Name/Signature/Date	
					Tel. No./Cellphone No.	





## REQUEST FOR QUOTATIONS

### Purchase of ICT resources for maintenance and operational use of Budget, PDMU, and RICTU offices

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Forty Nine Thousand Six hundred Pesos (59,960.20)** being the Approved Budget for the Contract to payments for the contract: **Purchase of ICT resources for maintenance and operational use of Budget, PDMU, and RICTU offices**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of ICT resources for maintenance and operational use of Budget, PDMU, and RICTU offices**

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.

**MAR 08 2024**

The deadline for the submission of quotations/proposals is on \_\_\_\_\_, 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:

  
**MA. RUTH P. GIGANTOCA**  
BAC Chairperson 