



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office No. V, Rizal Street Legazpi City
REQUEST FOR QUOTATIONS

MODE OF PROCUREMENT:	Small Value Procurement (Section 53.9)	RFQ No.:	2020-151
Name of Procuring Entity:	DILG	Date:	November 18, 2020
Office/End User:	PDMU		
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:**
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| 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) must be valid for a period of 60 calendar days from the date of submission.
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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. | 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 128,925.00	ALFREDO L. SALLAN BAC Chairman
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	ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
							Yes	No	
PURCHASE OF EPSON PRINTER INK TO BE USED FOR THE PREPARATION OF MONITORING REPORTS OF LOCALLY-FUNDED PROJECTS IN REGION V									
1	Epson 003 Ink (black) 65ml can yeild up to 4,500 pages approximately compatible units: L1110 / L3100 & L3101 / L3110 / L3150 / L5190 supervisory for everyday prints	225	bottle						
2	Epson 003 Ink (cyan) 65ml can yeild up to 4,500 pages approximately compatible units: L1110 / L3100 & L3101 / L3110 / L3150 / L5190 supervisory for everyday prints	75	bottle						
3	Epson 003 Ink (magenta) 65ml can yeild up to 4,500 pages approximately compatible units: L1110 / L3100 & L3101 / L3110 / L3150 / L5190 supervisory for everyday prints	75	bottle						
4	Epson 003 Ink (yellow) 65ml can yeild up to 4,500 pages approximately compatible units: L1110 / L3100 & L3101 / L3110 / L3150 / L5190 supervisory for everyday prints	75	bottle						

REF:
 Purchase Request No. 2020-11-191
 Approved and Funded PPMP

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.	

Supply & Delivery Conditions:

- Deliver of item is required: **15 CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER (P. O.);**
- Details related to implementation shall be communicated with **LEANDRO S. GIGANTOCA;** 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:

1. Valid Business Permit, Mayors Permit, Certificate of Business Name (DTI, SEC)	[]	[]
2. PhilGEPS Registration No. (Please indicate on the space provided above)	[]	[]

Important:

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