



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 (SEC. 53.9)	RFQ No.:	2020-159
Name of Procuring Entity:	DILG	Date:	December 07, 2020
Office/End User:	LGMED		
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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all items.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
- 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 amount of the contract, without prejudice to other courses of action and remedies open to it.

APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 172,289.00

ALFREDO L. SALLAN
 BAC Chairman

	ITEM DESCRIPTION	QTY	UNIT	Approved Budget for the Contract	Unit Price	Total Price	Compliance with Technical Specifications (please check)		Remarks
							Yes	No	
Purchase of Supplies for Operational Use of Accounting Section.									
1	4 Door Filing Cabinet (Cream 22 L x 15 wx 52 inches)	3	Unit	30,000.00					
2	Open Shel (6 layer) brown 36 w x 18 d x 72"	1	Unit	6,000.00					
3	Data File Box (6 Colors)	36	Box	8,280.00					
4	Stapler	2	Pc	700.00					
5	Ballpen (Black) (0.3)	4	Box	1,120.00					
6	Ballpen (Blue) (0.3)	1	Box	280.00					
7	Pentel (Black) Narrow	1	Box	600.00					
8	Pentel (Blue) Narrow	1	Box	600.00					
9	Paper Clip (small)33mm	6	Box	210.00					
10	Paper Clip (Big)33mm	6	Box	360.00					
11	Fastener 7cm	6	Box	396.00					
12	Scotch Tape 1 inch	10	Pc	300.00					
13	Staple Wire #35 26/6	8	Box	456.00					
14	Logbook 300 Pages Standard Size 7 x 11.25	10	Pc	800.00					
15	Expanding Folder	970	Pc	27,160.00					
16	Folder (Long) white	2000	Pc	30,000.00					
17	Folder (Short) white	2000	Pc	20,000.00					
18	A4 Size Bond Paper	20	Ream	7,200.00					
19	Index Card 100 pcs (5 x 8) 1/2	35	Pck	2,275.00					
20	Index Card Holder	3	Box	1,350.00					
21	Puncher (big)	3	Pcs	1,350.00					
22	Highlighter (Yellow)	4	Pck	1,560.00					
23	In and Out Tray	3	Pc	702.00					
24	Cork Board	1	Pc	250.00					
25	USB Flash Drive (8 gb) 1000 sp	3	Pc	1,200.00					
26	Arc File (Green)	50	Pc	7,500.00					
27	Trash Can L-26 W-16.75	2	Pc	400.00					
28	Alcohol Ethyl 70%	3	Gal	1,800.00					
29	Sticky Notes 3x 3	12	Pc	600.00					
30	Cutter medium	3	PC	240.00					
31	Uninterruptable Power Supply (UPS)1000	3	Pc	18,000.00					
32	Disinfectant Spray 510 grms Lemon	1	Pc	600.00					

REF:
 Purchase Request No. 2020-11-198
 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: As Stated
- Details related to implementation shall be communicated with DARLYN D. AYENDE; 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:

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

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Important:

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