



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.:	GDS-2021-04-081
Name of Procuring Entity:	DILG	Date:	May 10, 2021
Office/End User:	FAD-GSS		
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 shall quote for individual item amounting 5k above and per lot if below 5k.
- 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 responsive Bidder (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.
- Request for quotation must be signed and sealed

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PHP 236,046.23**

**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	
<b>Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Semester of 2021.</b>									
1	BATTERY, dry cell, AA, 2 pieces per blister pack	46	pack	1,840.00					
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	50	pack	4,000.00					
3	CALCULATOR, compact, 12 digits	5	unit	1,800.00					
4	CARBON FILM, PE, black, size 216mm x 330mm	2	box	459.00					
5	CLIP, BACKFOLD, all metal, clamping: 19mm(-1mm)	9	box	135.00					
6	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	13	box	585.00					
7	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	34	box	2,210.00					
8	CORRECTION TAPE, film base type, UL 6m min	86	piece	2,580.00					
9	CUTTER BLADE, for heavy duty cutter	6	piece	120.00					
10	CUTTER KNIFE, for general purpose	10	piece	650.00					
11	DATA FILE BOX, made of chipboard, with closed ends	70	piece	10,500.00					
12	DATING AND STAMPING MACHINE, heavy duty	2	piece	1,400.00					
13	ENVELOPE, DOCUMENTARY, for legal size document	4	box	6,000.00					
14	ENVELOPE, mailing, white, 70gsm	2	box	560.00					
15	ERASER, PLASTIC/RUBBER, for pencil draft/writing	10	piece	150.00					
16	FASTENER, METAL, 70mm between prongs	54	Box	3,510.00					

17	FOLDER, L-TYPE, PLASTIC, for legal size documents	1	pack	250.00					
18	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	8	box	12,400.00					
19	FOLDER, TAGBOARD, for legal size documents	12	pack	6,000.00					
20	GLUE, all purpose, gross weight: 200 grams min	29	Jar	2,153.25					
21	INDEX TAB, self-adhesive, transparent	2	box	150.00					
22	MAGAZINE FILE BOX, LARGE size, made of chipboard	3	piece	750.00					
23	MARKER, FLUORESCENT, 3 assorted colors per set	12	set	900.00					
24	MARKER, PERMANENT, bullet type, black	20	piece	760.00					
25	MARKER, PERMANENT, bullet type, blue	10	piece	380.00					
26	MARKER, PERMANENT, bullet type, red	6	piece	228.00					
27	MARKER, whiteboard, black, felt tip, bullet type	10	piece	250.00					
28	MARKER, whiteboard, blue, felt tip, bullet type	10	piece	250.00					
29	MARKER, whiteboard, red, felt tip, bullet type	6	piece	150.00					
30	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	20	pad	500.00					
31	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	900.00					
32	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	42	pad	1,470.00					
33	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	30	piece	450.00					
34	PAPER CLIP, vinyl/plastic coat, length: 32mm min	35	box	350.00					
35	PAPER CLIP, vinyl/plastic coat, length: 50mm min	25	box	500.00					
36	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	2	unit	11,398.40					
37	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	51	reams	10,710.00					
38	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	58	reams	12,760.00					
39	PAPER, Multi-Purpose (COPY) A4, 70 gsm	387	reams	73,530.00					
40	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	200	reams	40,000.00					
41	PENCIL SHARPENER, manual, single cutter head	6	piece	1,770.00					
42	PENCIL, lead, w/ eraser, wood cased, hardness: HB	12	box	1,020.00					
43	PUNCHER, paper, heavy duty, with two hole guide	3	piece	540.00					
44	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	6	book	900.00					
45	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	6	book	1,080.00					
46	RING BINDER, plastic, 32mm, 84 rings	2	bundle	479.58					
47	RUBBER BAND, 70mm min lay flat length (#18)	2	box	360.00					
48	SCISSORS, symmetrical, blade length: 65mm min	6	Pair	288.00					
49	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	150	piece	4,500.00					



50	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	150	piece	4,500.00					
51	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	50	piece	1,500.00					
52	STAMP PAD INK, purple or violet, 50ml (min.)	6	bottle	90.00					
53	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	4	piece	180.00					
54	STAPLE WIRE, for heavy duty staplers, (23/13)	15	box	600.00					
55	STAPLE WIRE, STANDARD, (26/6)	15	box	525.00					
56	STAPLER, STANDARD TYPE, load cap: 200 staples min	13	piece	1,950.00					
57	TAPE, MASKING, width: 24mm (±1mm)	12	roll	420.00					
58	TAPE, MASKING, width: 48mm (±1mm)	12	roll	900.00					
59	TAPE, PACKAGING, width: 48mm (±1mm)	12	roll	300.00					
60	TAPE, TRANSPARENT, width: 24mm (±1mm)	12	roll	180.00					
61	TAPE, TRANSPARENT, width: 48mm (±1mm)	11	roll	275.00					

Purchase Request No. 2021-04-081

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:**

1. Deliver of item is required: 7 Calendar Days upon receipt of Purchase Order
2. Details related to implementation shall be communicated with End-User NARCISA M. CLAVERON.

**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 Registration, (DTI, SEC), Tax Clearance (50K Above) and BIR Form 1701 Annual Income Tax Return (500K Above) [ ] [ ]
2. PhilGEPS Registration (Certificate Page 1, 2 and 3 for Platinum) [ ] [ ]
3. Notarized Omnibus Sworn Statement to be submitted before the Notice of Award and Purchase Order (50K Above)

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