



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

<b>EM-QP-DILG-AS-RO-10-07</b>		
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MODE OF PROCUREMENT:	<b>SMALL VALUE PROCUREMENT (53.9)</b>	RFQ No.:	<b>GDS-2022-348</b>
Name of Procuring Entity:	<b>DILG</b>	Date:	November 11, 2022
Office/End User:	<b>ORD-RICTU</b>		
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 all individual items amounting to 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.

<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b>	<b>PHP 91,200.00</b>	<b>MA. RUTHEL P. GIGANTOCA</b> BAC Chairperson
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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	

**Procurement of ICT Software for Installation in the Desktops and Laptops from the Different Division/Section/Unit at the Regional Office**

1	Windows 11	6	Pc	46,800.00					
2	MS Office Home & Student 2021	6	Pc	44,400.00					

Purchase Request No. 2022-11-348  
 Approved and Funded PPMP 91,200.00

<b>Warranty</b>	<b>Price Validity</b>
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 upon receipt of PO**
- Details related to implementation shall be communicated with **EDEN S. LANUZA** 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), Tax Clearance (500k above), BIR Form 1701 Annual Income tax Return (500k above)
- PhilGEPS Registration No. (Please indicate on the space provided above)
- Original Notarized Omnibus Sworn Statement (50k above) must be submitted before the receipt of NOA and PO

\*\*\*Preferably with LANDBANK ACCOUNT; In the absence of a LANDBANK account, the service charge will be shouldered by the supplier \*\*\*

**Important:**

\*Please submit your quotation/s on/or before **18 NOV 2022** at 09:00 am.