



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

Procurement Reference No. **EM-OP-DILG-AS-RO-10-07**  
 Rev. No. 00, Iss. Date 06.15.21, Page 1 of 1

MODE OF PROCUREMENT:	<b>SMALL VALUE PROCUREMENT (53.9)</b>	RFQ No. <b>GDS-2023-140</b>
Name of Procuring Entity:	<b>DILG</b>	Date: <b>May 5, 2023</b>
Office/End User:	<b>PDMU</b>	
Company Name		
Address		
PHIGEPS 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.

<b>TERMS AND CONDITIONS:</b>
<p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders shall quote for all individual items amounting to 5k. above and per lot if below 5k.</p> <p>3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>6. 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.</p> <p>7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>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 thereon.</p> <p>10. Request for Quotation must be signed and dated.</p>

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

**PHP 73,215.75**

**DARLYN D. AYENDE**  
 BAC Chairperson

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 PDMU's operations</b>								
1	Copy paper, A4, Substance 20, 80gsm, White, 500 sheets	100	pcs	<b>30,100.00</b>				
2	Copy paper, 8.5x13 inches, Substance 20, 80gsm, White, 500 sheets	100	pcs	<b>29,100.00</b>				
3	Masking Tap, 24mmx22m	5	pcs	<b>298.75</b>				
4	Paper Fastener, 7cm, Metal, 50pcs/box	10	box	<b>1,242.50</b>				
5	Sticky notes, 100 sheets per pad, 3x3 inches, Assorted neon or color pastel colors	10	pcs	<b>379.5</b>				
6	Tab, SIGN HERE, Arrow Tape Flag, 5 colors per pad	30	pcs	<b>885</b>				
7	Sign pen, 0.5mm ball, needle point, blue	30	pcs	<b>832.5</b>				
8	Folder, pressboard, long, green, plain	200	pcs	<b>6,000.00</b>				
9	folder, white, long, paper	200	pcs	<b>3,300.00</b>				
10	Staple wires, no.35 (26/6) 5000's per box	10	box	<b>1,077.50</b>				

Purchase Request GDS-2023-05-140

73,215.75

Approved and Funded PPMP

**Warranty** After having carefully read and accepted your General Conditions, I/WE quote on the Item(s) at prices noted above. **Price Validity**

Printed Name/Signature/Date

Tel. No./Cellphone No.

**Supply & Delivery Conditions:**

1. Deliver of item is required: within 15 calendar days upon receipt of P.O.
  2. 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, Mayor's Permit, Certificate of Business Name (DTI, SEC), Tax Clearance (500k above), BIR Form 1701 Annual Income Tax Return (500k above)
  2. PHIGEPS Registration No. (Please indicate on the space provided above)
  3. 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 22 MAY 2023 at 09:00 am.**



## **REQUEST FOR QUOTATIONS**

### **PURCHASE OF OFFICE SUPPLIES FOR PDMU'S OPERATIONS**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Seventy Three Thousand Two Hundred Fifteen Pesos and Seventy Five Centavos (73,215.75)** being the Approved Budget for the Contract to payments for the contract: **Purchase of office supplies for PDMU's operations**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of office supplies for PDMU's operations**

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.

The deadline for the submission of quotations/proposals is on 22 MAY 2023, 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:

  
**DARLYN D. AYENDE**  
BAC Chairperson