



MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No. :	2024-08-156
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	AUGUST 5, 2024
Office/End User:		FAD	
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			

***PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)**

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) 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 prejudice to other courses of action and remedies open to it.

Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024

**APPROVED BUDGET FOR THE CONTRACT (ABC):
 PHP 162,174.44**

MA. RUTHEL P. GIGANTOCA
 BAC CHAIRPERSON

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
1	ALCOHOL, Ethyl, 500 mL	21	bottle	100.00	2,100.00			
2	ALCOHOL, Ethyl, 1 Gallon	7	gallon	695.00	4,865.00			
3	SIGN PEN, Fine Tip, Black	37	pc	85.00	3,145.00			
4	SIGN PEN, Medium Tip, Black	10	pc	85.00	850.00			
5	SIGN PEN, Extra Fine Tip, Blue	12	pc	85.00	1,020.00			
6	SIGN PEN, Fine Tip, Blue	75	pc	85.00	6,375.00			
7	SIGN PEN, Medium Tip, Blue	13	pc	85.00	1,105.00			
8	SIGN PEN, Fine Tip, Red	19	pc	85.00	1,615.00			
9	SIGN PEN, Medium Tip, Red	3	pc	85.00	255.00			
10	BATTERY, dry cell, size AA	13	pack	66.00	858.00			
11	BATTERY, dry cell, size AAA	16	pack	85.00	1,360.00			
12	HAND SOAP, liquid	5	bottle	180.00	900.00			
13	RAGS	1	kilo	72.14	72.14			
14	TRASHBAG, Large size	7	pack/roll	85.00	595.00			

15	TRASHBAG, XL size	5	pack/roll	110.00	550.00		
16	INK, for stamp pad	3	bottle	25.00	75.00		
17	CARBON FILM, Legal size	1	box	850.00	850.00		
18	EXTERNAL HARD DRIVE	1	unit	4998.75	4,998.75		
19	FLASH DRIVE, 16GB	2	pc	450.00	900.00		
20	GLUE, all-purpose	1	jar	55.00	55.00		
21	STAPLE WIRE, heavy duty (binder type), 23/13	1	box	78.50	78.50		
22	STAPLE WIRE, standard	27	box	40.00	1,080.00		
23	TAPE, masking, 48 mm	6	roll	85.00	510.00		
24	TAPE, packaging, 48 mm	3	roll	44.75	134.25		
25	TAPE, transparent, 48 mm	14	roll	44.75	626.50		
26	CLIP, backfold, 25mm	10	box	36.00	360.00		
27	CLIP, backfold, 32mm	10	box	59.40	594.00		
28	CLIP, backfold, 50mm	10	box	105.00	1,050.00		
29	CORRECTION TAPE	20	pc	30.00	600.00		
30	CUTTER/UTILITY KNIFE, for general purpose	2	pc	130.00	260.00		
31	DATER STAMP	4	pc	75.00	300.00		
32	FASTENER	9	box	40.00	360.00		
33	FOLDER, pressboard	1	pack	2,500.00	2,500.00		
34	MARKER, Flourescent	2	pc	45.00	90.00		
35	MARKER, Permanent, Black	10	pc	38.00	380.00		
36	MARKER, Permanent, Blue	10	pc	38.00	380.00		
37	MARKER, Permanent, Red	10	pc	38.00	380.00		
38	MARKER, Whiteboard, Black	22	pc	42.75	940.50		
39	MARKER, Whiteboard, Blue	22	pc	42.75	940.50		

40	MARKER, Whiteboard, Red	16	pc	42.75	684.00		
41	PAPER CLIP, vinly/plastic coated, 33mm	22	box	15.00	330.00		
42	STAMP PAD, felt	5	pc	55.00	275.00		
43	NOTEPAD, stick-on, 50mm x 76mm	41	pad	25.00	1,025.00		
44	NOTEPAD, stick-on, 76mm x 100mm	16	pad	45.00	720.00		
45	NOTEPAD, stick-on, 76mm x 76mm	34	pad	35.00	1,190.00		
46	PAPER, MULTICOPY A4	15	ream	270.00	4,050.00		
47	PAPER, MULTICOPY LEGAL	7	ream	280.00	1,960.00		
48	PAPER, MULTIPURPOSE A4	68	ream	245.00	16,660.00		
49	PAPER, MULTIPURPOSE LEGAL	73	ream	255.00	18,615.00		
50	RECORD BOOK, 300 PAGES	4	book	95.00	380.00		
51	TOILET TISSUE PAPER, 2 ply	27	pack	162.00	4,374.00		
52	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	4	cart	350.00	1,400.00		
53	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	1	cart	350.00	350.00		
54	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	1	cart	350.00	350.00		
55	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	1	cart	350.00	350.00		
56	STICKER PAPER, A4	5	pack	55.00	275.00		
57	PHOTO PAPER	20	pack	110.00	2,200.00		
58	PLASTIC FASTENER	3	box	40.00	120.00		
59	VELLUM BOARD PAPER	10	pack	38.75	387.50		
60	GLUE STICK (PASTE)	1	pc	39.75	39.75		
61	DEODORANT CAKE	10	pc	85.00	850.00		
62	STICKER PAPER, GLOSSY, 14 SIZE, 10PCS/PACK	2	pack	55.00	110.00		
63	PHOTO PAPER, GLOSSY, A4 SIZE, 200GSM 10PCS/PACK	2	pack	120.00	240.00		
64	SIGN HERE STICKY TAB	58	pack	48.00	2,784.00		

65	EPSON INK 003 BLACK	28	pack	350.00	9,800.00		
66	EPSON INK 003 CYAN	6	pack	350.00	2,100.00		
67	EPSON INK 003 MAGENTA	6	pack	350.00	2,100.00		
68	EPSON INK 003 YELLOW	6	pack	350.00	2,100.00		
69	INK, BROTHER BT5000 CYAN	3	bottle	514.75	1,544.25		
70	INK, BROTHER BT5000 MAGENTA	3	bottle	514.75	1,544.25		
71	INK, BROTHER BT5000 YELLOW	3	bottle	514.75	1,544.25		
72	BROTHER, BTD60 BLACK	3	cart	528.75	1,586.25		
73	STAPLE WIRE, METAL, NO. 35 (26/6)	1	box	40.00	40.00		
74	COMPUTER INK HP1102 (85A)	3	pc	6,998.75	20,996.25		
75	BROWN ENVELOPE SHORT	15	pc	3.00	45.00		
76	BROWN ENVELOPE LONG	15	pc	4.00	60.00		
77	STICKY NOTE PAD, 5mm X 7.5mm	10	pad	15.68	156.80		
78	BROTHER TONER (TN 2380)	1	Unit	4,500.00	4,500.00		
79	GREEN FOLDER (LONG)	10	pc	12.50	125.00		
80	SHORT FOLDER	10	pc	8.25	82.50		
81	STABILO (ASSORTED COLOR)	6	pc	45.00	270.00		
82	MIMEOGRAPHING PAPER (GROUNDWOVE SHORT SIZE)	3	ream	200.00	600.00		
83	SPECIALTY PAPER (LEGAL SIZE)	5	pack	348.00	1,740.00		
84	SPECIALTY PAPER (LETTER SIZE)	25	pack	296.50	7,412.50		

₱162,174.44

**GRAND TOTAL
PER LOT:**

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.



REQUEST FOR QUOTATIONS

Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **ONE HUNDRED SIXTY TWO THOUSAND ONE HUNDRED SEVENTY FOUR PESOS AND FORTY FOUR CENTAVOS (162,174.44)** being the Approved Budget for the Contract to payments for the contract: **Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024**

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.

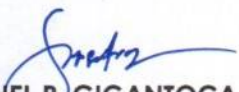
Procurement will be conducted through Negotiated **SMALL VALUE PROCUREMENT (53.9)** an alternative method of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

The deadline for the submission of quotations/proposals is on AUG 15 2024, 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:


MA. RUTHEL P. GIGANTOCA
BAC Chairperson *lab*