



REQUEST FOR QUOTATIONS

Procurement 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 **NINETY-SIX THOUSAND FOUR HUNDRED FIFTY-FIVE PESOS (96,455.00)** being the Approved Budget for the Contract to payments for the contract: **Procurement 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 **Procurement 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 _____, 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 



MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No. :	2024-09-196
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	SEPTEMBER 24, 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:

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| 1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. 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. | 6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. 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. |
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Procurement of Office Supplies for PDMU's Operations

APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 96,455.00	 MA. RUTHEL P. GIGANTOCA BAC CHAIRPERSON
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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	Copy Paper, A4, Substance 20, 80gsm, White, 500 sheets	60	ream	285.00	17,100.00				
2	Copy Paper, Legal, Substance 20, 80gsm, White, 500 sheets	60	ream	325.00	19,500.00				
3	Copy Paper, A3, Substance 20, 80gsm, White, 500 sheets	30	ream	575.00	17,250.00				
4	Envelope, Expanding, Brown, Long with Garter	300	pcs	29.00	8,700.00				
5	Folder, White, Long, Paper	200	pcs	8.50	1,700.00				
6	Folder, Pressboard, Long, Green, Plain	200	pcs	28.00	5,600.00				
7	Sticky Notes, 4x6 Inches, 180's, 4 Colors	70	pack	35.00	2,450.00				
8	Sign Pen, 0.5mm Ball, Needle Point, Blue	15	box	333.00	4,995.00				
9	Sign Pen, 0.5mm Ball, Needle Point, Black	15	box	333.00	4,995.00				
10	Sign Pen, 0.5mm Ball, Needle Point, Red	15	box	333.00	4,995.00				
11	Highlighter, Yellow	70	pcs	14.00	980.00				
12	Binder Clips, 41mmx1 5/8inch, 1 dozen	30	box	108.00	3,240.00				
13	Binder Clips, 32mmx1 1/4inch, 1 dozen	30	box	65.00	1,950.00				
14	Paper Pastener Metal, 50s Silver	24	box	105.00	2,520.00				
15	White Glue, 130g	8	pcs	60.00	480.00				
96,455.00							GRAND TOTAL PER LOT:		

Warranty		Price Validity
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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.