



REQUEST FOR QUOTATIONS

PURCHASE OF IT EQUIPMENT AND SUPPLIES FOR THE BICOL YOUTH LEADERSHIP CAMP 2024: IMPROVING YOUTH PARTICIPATION IN LOCAL GOVERNANCE, DISASTER RISK REDUCTION AND MANAGEMENT AND CLIMATE CHANGE ADAPTATION ON NOV 7-9, 2024

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **EIGHTY SIX THOUSAND NINE HUNDRED TEN PESOS (86,910.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of IT equipment and supplies for the Bicol Youth Leadership Camp 2024: improving youth participation in local governance, disaster risk reduction and management and climate change adaptation on Nov 7-9, 2024**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of IT equipment and supplies for the Bicol Youth Leadership Camp 2024: improving youth participation in local governance, disaster risk reduction and management and climate change adaptation on Nov 7-9, 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 OCT 24 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



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Rizal Street, Old Albay, Legazpi City, Albay

| Document Code | | |
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| Rev. No. | Eff. Date | Page |
| 01 | 06.01.23 | 1 of 1 |

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| MODE OF PROCUREMENT: | Small Value Procurement (53.9) | RFQ No. : | 2024-10-227 |
| Name of Procuring Entity: | DILG REGIONAL OFFICE V | Date: | October 15, 2024 |
| Office/End User: | RPMO | | |
| 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 IT equipment and supplies for the Bicol Youth Leadership Camp 2024: improving youth participation in local governance, disaster risk reduction and management and climate change adaptation on Nov 7-9, 2024

**APPROVED BUDGET FOR THE CONTRACT (ABC):
 PHP 86,910.00**

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 | Ink Tank Printer/Scanner Print, scan, copy with wireless network Print speed: upto 17ipm (monochrome) 16.5 ipm (colored) upto 150 sheet per tray 1-sheet manual tray 20-sheet automatic document feeder mobile print; print documents (plain paper, inkjet, glossy and photo paper borderless print) scan high-resolution documents (A4/letter size, scan to OCR, image, file and email, copy documents, enlarge, reduce copy, N in 1 copy Conenctivity: Wireless LAN and high-speed USB 2.0 Resolution: Upto 1200 x 6000 DPI Yield: Black (7500 pages), Cyan, Magenta, Yellow (5000 oages each color) | 3 | pc | 14,000.00 | 42,000.00 | | | |
| 2 | Rechargeable Battery with Charger AA for AA and AAA with free 4 pcs Rechargeable AA charger + 4x AA 2000mAh NiMH LED charging indication , 4 charging slots Charger Parameters and Specifications LED charging status indication AUTO overload protection switch - method -dV and timer Reverse polarity protection Primary battery detection Power range of the Energizer charger - 100 - 240V Package contents: 4 AA NiMH batteries - 2000mAh Specifications Maximum charging 300 mA Functions Charging indicator Package contents With the supplied batteries Capacity of included batteries 2,000 mAh Number of batteries included 4 piece(s) Usage For battery size Mikrotužková (AAA), Pencil (AA) For battery type NiMH Dimensions and weight Width 10 cm Height 21 cm Depth 8 cm Weight 250 g | 2 | pc | 1,850.00 | 3,700.00 | | | |
| 3 | Mouse (silent, wireless, nano receiver, dpi 3 levels) model: fb 26cs air; 4 level adjustable | 2 | pc | 800 | 1,600.00 | | | |
| 4 | Headset (USB type; noise cancelling mic, adjustable headband, digital quality sound) | 2 | pc | 600 | 1,200.00 | | | |
| 5 | PGI-35 Pigment-Based Black Ink Tank | 5 | pc | 750 | 3,750.00 | | | |

| | | | | | | | |
|---|--|----|----|----------|-----------------------|--|-----------------------------|
| 6 | CLI-36 Dye-Based Color Ink Tank | 5 | pc | 1,200.00 | 6,000.00 | | |
| 7 | Ink Cart, Brother DCP-T710W, Black | 6 | pc | 450 | 2,700.00 | | |
| 8 | Ink Cart, Brother DCP-T710W, Cyan | 6 | pc | 420 | 2,520.00 | | |
| 9 | Ink Cart, Brother DCP-T710W, Magenta | 6 | pc | 420 | 2,520.00 | | |
| 10 | Ink Cart, Brother DCP-T710W, Yellow | 6 | pc | 420 | 2,520.00 | | |
| 11 | Epson Ink 003 (Black) | 5 | pc | 350 | 1,750.00 | | |
| 12 | Epson Ink 003 (Cyan) | 5 | pc | 350 | 1,750.00 | | |
| 13 | Epson Ink 003 (Magenta) | 5 | pc | 350 | 1,750.00 | | |
| 14 | Epson Ink 003 (Blue) | 5 | pc | 350 | 1,750.00 | | |
| 15 | Extension Wire (5 Gang [5X International Outlet] Extension Set; Individual Switch and LED On Indicator; 3meters) | 2 | pc | 700 | 1,400.00 | | |
| 16 | Dual USB Drive 3.1 Type-C 64GB | 10 | pc | 600 | 6,000.00 | | |
| 17 | Wireless Magnetic Powerbank (10000 mAh; built in 3 in 1 cable (input ports: type C lightning * 2; output port; type C lightning; capacity: 10000mah; output; size: 104*67*20.5mm | 1 | pc | 4,000.00 | 4,000.00 | | |
| | Deliver: within 7 days upon receipt of PO | | | | | | |
| | | | | | | | |
| | | | | | 86,910.00 | | GRAND TOTAL PER LOT: |
| Warranty | | | | | Price Validity | | |
| _____ Printed Name/Signature/Date _____ Tel. No./Cellphone No. | | | | | | | |