



Republic of the Philippines
Department of the Interior and Local Government
Regional Office 1

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Rev. No.	Eff. Date	Page
00	11.15.17	1 of 1

REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	SHOPPING	RFQ No.	2017-11-384
Name of Procuring Entity:	DILG R1	Date:	11/27/2017
Office/End User:	PDMU		
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:

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| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all terms.</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 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.</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 (0.001) 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 amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>10. Bidders shall submit their quotation together with all the required documents on or before <u>Dec 8, 2017, 5:00 PM</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):
57,500.00

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Black Ballpen	100	pcs		
	Flash Drive, 4 GB	100	pcs		
	Portable Scanner (for legal size)	1	pcs		
	2-Layer Desktop Organizer	3	pcs		
	Glue (big)	5	bot		
	Record Book (100 leaves)	10	pcs		
	Long Folder	100	pcs		
	Whiteboard Marker, Black	5	box		
	Trashbin (big)	2	pcs		
	<p>REQUIREMENTS:</p> <p>For procurement projects with ABC > P50,000.00:</p> <p><i>*In order to be eligible for this procurement, suppliers/ service providers must submit the following eligibility requirements:</i></p> <p>a. Valid Business/ Mayor's Permit</p> <p>b. PhilGEPS Certificate</p> <p>Purpose/Title of the Activity: ADM</p> <p>Date of the Activity: _____</p>				

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.