



REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	ALTERNATIVE MODE OF PROCUREMENT - SHOPPING	RFQ No.	2017-12-47
Name of Procuring Entity:	DILG RO 1	Date:	12-15-17
Office/End User:	LGMED		

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:**
- Bidders shall provide correct and accurate information required in this form.
 - Bidders may quote for any or all terms.
 - Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
 - 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 initiated 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 amount of the contract, without prejudice to other courses of action and remedies open to it.
 - Bidders shall submit their quotation together with all the required documents on or before December 19, 2017 12NN to the BAC Secretariat. The BAC shall have the right to reject bids received after the deadline.

APPROVED BUDGET FOR THE CONTRACT (ABC):
P 79,600.00

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Coupon Bond (Long)	10	reams		
	Coupon Bond (A4)	15	reams		
	Expanding Folders	50	pcs		
	Expanding Envelopes	50	pcs		
	Masking Tape	5	pcs		
	Scissors	2	pcs		
	Filing Cabinet (3 drawers vertical)	1	pc		
	Printer	1	pc		
	Ink	3	set		
	Paper Clip	2	boxes		
	Paper fastener (Plastic)	2	boxes		
	Ballpen	50	pcs		
	Stapler	2	pcs		
	Staple Wire	2	boxes		
	UPS	1	pc		
	CPU	1	pc		
<p>NOTE: *In order to be eligible for this procurement, suppliers/ service providers must submit the following eligibility requirements, together with the QUOTATION/ PROPOSAL and MENU :</p> <ol style="list-style-type: none"> Valid Business/ Mayor's Permit Latest Income/Business Tax Return PhilGEPS Certificate Omnibus Sworn Statement <p>Purpose/Title of the Activity: Post Evaluation on the MASA MASID Program Accomplishments for FY 2017 Date of the Activity: <u>20</u> Dec-2017 <i>DP</i></p>					

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.