



REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	SHOPPING	RFQ No.	2018-07-147
Name of Procuring Entity:		Date:	7/5/2018
Office/End User:			
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>July 13, 5 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):

204,719.90

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Bond Paper (legal)	10	reams		
2	Bond Paper (a4)	10	reams		
3	Certificate Holder (a4, blue)	50	pcs		
4	Specialty Paper (a4)	10	packs		
5	Tape Holder	1	pcs		
6	Ruler (big)	5	pcs		
7	Ruler (small)	5	pcs		
8	Pencil	3	boxes		
9	Signpen	30	pcs		
10	3 layered drawer cabinet	10	unit		
11	Stapler (heavy duty)	2	pcs		
12	Wall Hook Hanger (large)	20	pcs		
13	Alligator Clip (big)	25	pcs		
14	Alligator Clip (medium)	25	pcs		
15	Folder (long)	25	pcs		
16	Expanding Folder (long)	25	pcs		
17	Expanding Envelope (long)	25	pcs		
18	Highlighter (green)	15	pcs		
19	Correction Tape	15	pcs		
20	Puncher	1	pc		
21	Extension Wire w/ 6 outlets	2	set		
22	USB Port w/ 6 ports	4	set		
23	Sticker Paper	10	pcs		
24	Epson Ink (cyan)	20	bottles		
25	Epson Ink (magenta)	20	bottles		
26	Epson Ink (yellow)	20	bottles		

27	Epson Ink (black) REQUIREMENTS: For procurement projects with ABC > P50,000.00: <i>*In order to be eligible for this procurement, suppliers/ service providers must</i> a. Valid Business/ Mayor's Permit b. PhilGEPS Certificate Purpose/Title of the Activity: For the POC Performance Audit Operational use Date of the Activity:	20	bottles		
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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.

pls fill in gray-shaded cells only

***POC

Maiky