

**MODE OF PROCUREMENT:** SMALL VALUE PROCUREMENT

Name of Procuring Entity: DILG REGION 1 RFQ No.: 2024-04-066

Office/End User: ORD PDMU Date: APRIL 2, 2024

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.

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

PHP 85,600.00

*[Signature]*  
**PEDRO D. GONZALES**  
 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	
	DILG Banner Specifications: -Banner Size: 36"H x 66.1"W + 2.9" to fold -DILG Logo: 24" in diameter -OPDS Logo: 24" in height	4	pcs						
	Phil. National Flags (36" H x 66.1" W + 2.9" to fold)	4	set						
	Refill Ink (T664) MYCB	10	set						
	Refill Ink (003) MYCB	10	set						
	File Boxes with Cover	50	pcs						
	Sign Pen .05 - Black (12pcs per box)	3	box						
	Sign Pen .05 - Blue (12pcs per box)	3	box						
	Sign Pen .05 - Red (12pcs per box)	1	box						
	Sign Pen .05 - Green (12pcs per box)	1	box						
	Glossy Photo Paper (legal)	10	pack						
	2 TB Eternal Drive Slim	1	pcs						
<p>Bidders shall submit their quotation together with all the required documents on or before <b>APR. 8, 2024, 2PM</b> to the BAC Secretariat. The BAC not accept the quotations received after the deadline.</p> <p>*Please submit your Quotation for the WHOLE LOT.                  REQUIRED DOCUMENTS:</p> <p><b>Upon Submission of Bid/Offer:</b></p> <ol style="list-style-type: none"> <li>Valid Business/Mayor's Permit</li> <li>Latest Income/Business Tax Return/Tax Clearance (for procurement with an ABC above Php 500,000.00)</li> <li>Menu (for procurement with meals and snacks)</li> <li>PhilGEPS Registration Number</li> </ol> <p><b>Prior to Issuance of Notice of Award (NOA)</b></p> <ol style="list-style-type: none"> <li>Omnibus Sworn Statement (for procurement with an ABC above Php 50,000.00)</li> <li>Special Power of Attorney (if Authorized Representative)/ Secretary's Certificate</li> </ol> <p>*Non-submission of the above-stated requirements shall automatically disqualify the bid/offer</p> <p><b>Purpose/Title of the Activity: AUGMENTATION FOR THE CONDUCT OF FY 2024 SEMESTER POLICY DIALOGUE AND SUPPORT TO REGIONAL OPERATIONS</b></p> <p><b>Date of Activity:</b></p>									
							<b>GRAND TOTAL PER LOT:</b>		

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.