



**REQUEST FOR QUOTATION (RFQ)**

MODE OF PROCUREMENT: **SMALL VALUE PROCUREMENT**  
 Name of Procuring Entity: **DILG REGION 1** RFQ No.: **2024-10 -290**  
 Office/End User: **FAD** Date: **October 22, 2024**  
 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 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 Contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complete 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 74,870.00**

*[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
1	Notebook (Spiral, 60 leaves)	360	piece	30.00	10,800.00			
2	Ballpen - Black	360	piece	15.00	5,400.00			
3	Expanding Long Folder	360	piece	25.00	9,000.00			
4	Bond paper (A4)	20	reams	330.00	6,600.00			
5	Bond paper (long)	20	reams	350.00	7,000.00			
6	Specialty Paper (Pale Cream, A4, GSM 90, 10 sheets/pack)	40	pack	52.00	2,080.00			
7	Sign Pen (Black) liquid or gel, 0.5	5	piece	35.00	175.00			
8	Whiteboard Marker (Black)	5	piece	46.00	230.00			
9	Whiteboard Marker (Red)	5	piece	46.00	230.00			
10	Correction Tape	10	piece	50.00	500.00			
11	Masking Tape 2" inch	2	roll	90.00	180.00			
12	Highlighter (Neon Green)	4	piece	40.00	160.00			
13	Notepad Post-it 2"x3"	6	pack	70.00	420.00			
14	Notepad Post-it 3"x3"	6	pack	80.00	480.00			
15	File Box (Long)	8	piece	350.00	2,800.00			
16	Epson Ink 003 Black	10	bot	395.00	3,950.00			
17	Epson Ink 003 Cyan	6	bot	395.00	2,370.00			
18	Epson Ink 003 Magenta	6	bot	395.00	2,370.00			
19	Epson Ink 003 Yellow	6	bot	395.00	2,370.00			
20	Epson Ink 664 Black	6	bot	395.00	2,370.00			
21	Epson Ink 664 Cyan	6	bot	400.00	2,400.00			
22	Epson Ink 664 Magenta	6	bot	400.00	2,400.00			
23	Epson Ink 664 Yellow	6	bot	400.00	2,400.00			
24	White Board 3x4ft (Wall Mount)	1	piece	3,000.00	3,000.00			
25	HDMI (Audio and Video, 20M)	1	piece	1,665.00	1,665.00			
26	Stapler (Heavy Duty)	4	piece	450.00	1,800.00			
27	Puncher (Heavy Duty)	4	piece	430.00	1,720.00			
<b>GRAND TOTAL PER LOT</b>								

Bidders shall submit their quotation together with all the required documents on or before 11/5/24; 3:00 to the BAC Secretariat. The BAC shall not accept the quotations received after the deadline.

\* Please submit your Quotation for the **WHOLE LOT**.

**REQUIRED DOCUMENTS:**

**Submission of Bid/ Offer**

- Valid Business/ Mayor's Permit
- PhilGEPS Registration Number

\* Non-submission of the above-stated requirements shall automatically disqualify the bid/offer

Purpose/Title of the Activity:

**Purpose: For the conduct of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1**

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. \_\_\_\_\_