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REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	NEGOTIATED PROCUREMENT - SHOPPING	RFQ No.	2017-12-430
Name of Procuring Entity:	DILG RO1	Date:	12-15-17
Office/End User:	LG MED		

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:	
1. Bidders shall provide correct and accurate information required in this form.	7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
2. Bidders may quote for any or all terms.	8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.	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.
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.	10. Bidders shall submit their quotation together with all the required documents on or before <u>December 19, 2017 12NN</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.	
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.	

APPROVED BUDGET FOR THE CONTRACT (ABC):
P 123,000.00

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Multi-Function Printer	2	pcs		
	Vertical Filling Cabinet	1	pcs		
	UPS (Uninterrupted Power Supply)	1	unit		
	Netbook	2	units		
	Flashdrive (16GB)	30	pcs		
	Extension wires (10m)	2	pcs		
	Masking Tape	5	pcs		
	Specialty Paper (A4 cream)	10	sets		
	Brown envelope (Long)	50	pcs		
	Brown envelope (Short)	50	pcs		
	Ballpen (Black)	100	pcs		
	Notebook (50 leaves)	100	pcs		
	Menu Steel Cabinet	12	pcs		
	Trash Bin	10	pcs		
	Durable Stapler	5	pcs		
	Canon Ink (Black)	10	sets		
	Canon Ink (C,Y,M)	5	sets		
REQUIREMENTS:					
1. For procurement projects with Meals and Snacks:					
● Menu					
2. For procurement projects with ABC ≥ P50,000.00:					
<i>*In order to be eligible for this procurement, suppliers/ service providers must submit the following eligibility requirements:</i>					
a. Valid Business/ Mayor's Permit					
b. Latest Income/Business Tax Return					
c. PhilGEPS Certificate					
d. Omnibus Sworn Statement					
Purpose/Title of the Activity: RPRAT Post-Evaluation Meeting					
Date of the Activity: December 21 2017					

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.