Republic of the Philippines
Department of the Interior and Local Government
Regional Office 1

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REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	**SHOPPING**	RFQ No.	***2018-08-182***
Name of Procuring Entity:		Date:	***8/7/2018***
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

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information
2. Bidders may quote for any or all terms.
3. Price quotation(s) must be valid for a period of 60 calendar
4. Price quotation(s) to be denominated in Philippine Peso shall
5. Quotations exceeding the Approved Budget for the Contract
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.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
8. The DILG shall have the right to inspect and/or to test the goods to confirm their
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.
10. Bidders shall submit their quotation together with all the required documents on or before Aug. 13; 10AM to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.

APPROVED BUDGET FOR THE CONTRACT (ABC):
Php334,675.17

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	USB 32GB	55	pcs	635.00	
2	USB 16GB	121	pcs	400.00	
3	Epson Ink 664 (black)	50	bottles	290.00	
4	Epson Ink 664 (cyan)	50	bottles	290.00	
5	Epson Ink 664 (magenta)	50	bottles	290.00	
6	Epson Ink 664 (yellow)	50	bottles	290.00	
7	Bond Paper (A4)	84	reams	210.00	
8	Book Paper (A4)	120	reams	210.00	
9	Bond Paper (Letter)	10	reams	210.00	
10	Expanding Folder (long, brown/green)	50	pcs	30.00	
11	Expanding Folder (long, violet)	30	pcs	30.00	
12	Expanding Envelope (long, brown/green)	150	pcs	15.00	
13	Expanding Envelope (long, violet)	60	pcs	15.00	
14	Index File Folder top filing	40	pcs	135.00	
15	Ballpen (black)	143	pcs	10.00	
16	Signpen (black, 0.7)	119	pcs	40.00	
17	Signpen (blue, 0.7)	39	pcs	40.00	
18	White Board Marker (bullet type, blue)	39	pcs	60.00	
19	White Board Marker (bullet type, black)	21	pcs	60.00	
20	White Board Marker (bullet type, red)	39	pcs	60.00	
21	Marker (permanent, bullet type, blue)	39	pcs	40.00	
22	Marker (permanent, bullet type, black)	119	pcs	40.00	
23	Highlighter	2	pcs	35.00	
24	Correction Tape	99	pcs	40.00	
25	Puncher -H.D	5	pcs	150.00	
26	Parchment Paper (multi-purpose)	5	packs	50.00	
27	Specialty Paper (legal, beige, 120gsm)	55	packs	50.00	
28	Stapler (heavy duty)	7	pcs	400.00	
29	Fastener (plastic)	30	boxes	40.00	
30	Fastener (metal)	39	boxes	45.00	
31	Duct Tape - 2"	20	rolls	150.00	
32	Mega Box (155L)	24	pcs	1,300.00	
33	Paper Clip (big)	25	boxes	40.00	
34	Paper Clip (small)	10	boxes	15.00	
35	Paper Clip (gem type)	10	boxes	30.00	
36	Cutter (heavy duty)	15	pcs	100.00	
37	Scissors	15	pcs	50.00	
38	Cork Board - with frame (2ft x 3ft) gum	1	pc	800.00	
39	Voice Recorder (w/ 32gb memory card included)	1	unit	6,000.00	
40	Steel Cabinet (4 drawers)	3	unit	9,700.00	
41	Steno Notebook	168	pcs	15.00	
42	Toner (canon ir 1024, black)	2	cart	3,900.00	
43	Kraft Folder (violet)	30	pcs	5.00	
44	Documentary Envelope (legal)	5	pcs	5.00	
45	Report Folder (long)	30	pcs	25.00	
46	Record Book (300 pages)	39	pcs	70.00	

47	Folder with Tab (legal)	6	pcs	30.00	
48	Folder Pressboard	6	pcs	35.00	
49	Glue	10	jar	40.00	
50	Pencil	10	dozen	90.00	
51	Calculator	2	pcs	450.00	
52	Data File Box	60	pcs	100.00	
53	Training Bag / Transparent Envelope	60	pcs	70.00	
54	Data Folder	70	pcs	80.00	
				TOTAL :	
	REQUIREMENTS: For procurement projects with ABC > P50,000.00: **In order to be eligible for this procurement, suppliers/* a. Valid Business/ Mayor's Permit b. PhilGEPS Certificate Purpose/Title of the Activity: For BNEO for Great Date of the Activity:				

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