



<b>MODE OF PROCUREMENT: NEGOTIATED SMALL VALUE PROCUREMENT</b>	RFQ No. :	<b>2023- 03</b>	<b>062</b>
Name of Procuring Entity: <b>DILG R1</b>	Date:		
Office/End User: <b>PDMU</b>			
Company Name (TO BE			
Address (TO BE FILLED OUT BY SUPPLIER)			

**\*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 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 58,558.00**

**PEDRO D. GONZALES**  
 BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT FROM SUPPLIER
	A4 Bond Paper (80gsm, ultra-white, substance 20)	30	ream		
	Portable Printer (printer model: WF 100, built-in battery, wireless connection)	1	unit		
	Scotch Tape (size: 2 inches)	10	roll		
	Scotch Tape (size: 1 inch)	10	roll		
	Masking Tape (size: 2 inches)	10	roll		
	Masking Tape (size: 1 inch)	10	roll		
	Duct Tape (size: 1 inch)	5	roll		
	Packaging Tape (size: 2 inch)	5	roll		
	Double-sided Tape (size: 1 inch)	10	roll		
	Paper Clip (50mm, ordinary, colored plastic)	11	box		
	Correction Tape (15m)	45	pcs		
	Cutter (big, durable)	10	pcs		
	Binder Clip (size: 3/4 inch)	47	box		
	Binder Clip (size: 1 inch)	50	box		
	Sign Pen (size: 0.5 color: black)	30	pcs		
	Sign Pen (size: 0.5 color: red)	30	pcs		
	Sign Pen (size: 0.5 color: blue)	30	pcs		
	Post-it note (size: 3x1 inches color: assorted, pack of 3)	4	pack		
	Stampad Ink (type: trodat, color: black)	1	bot		
	Epson Ink 664 (color: black)	10	bot		
	Epson Ink 003 (color: black)	30	bot		
	Diswashing Liquid (2 liters)	10	bot		
	Scotch Brite (side by side smooth and rough)	5	pcs		
	Garbage bag (durable, big)	5	pcs		
	Tissue (2 ply, 12pcs per pack)	10	pack		
	<p>-----</p> <p>Please give your quotation for the whole lot.            Bidders shall submit their quotation together with all the required documents on or before _____            to the BAC Secretariat.</p> <p>The BAC shall not accept quotations after the deadline.</p> <p><b>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 Certificate</li> <li>Philgeps Registration Number</li> </ol> <p><b>None-submission of the above-stated requirements shall automatically disqualify the bid/offer</b></p> <p><b>PRIOR TO ISSUANCE OF NOTICE OF AWARD:</b></p> <ol style="list-style-type: none"> <li>Omnibus Sworn Statement</li> </ol>				

**PURPOSE: Workshop on Criteria of Subaybayani Awarding CY 2023  
cum 1st Quarter Meeting on RMBE & LGSF Projects**

**DATE OF ACTIVITY: March 21-22, 2023**

**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.**