



MODE OF PROCUREMENT: **NP- SMALL VALUE PROCUREMENT** RFQ No.: **2024- 09- 250**
 Name of Procuring Entity: **DILG REGIONAL OFFICE 1** Date: **9-20-24**
 Office/End User: **ORD-RICTU**
 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:

1. Bidders shall provide correct and accurate information required in this form.	6. 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 items.	7. 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) to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.	8. 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.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.	
5. 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):
PHP 298,400.00

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	
	One Year Subscription to Adobe Acrobat Pro >Interact with your documents in the desktop, web, or mobile app for quick answers and one-click summaries (generative summary available on desktop and web) >Stylize your documents with complimentary 4-month access to Adobe Express Premium plan. >Convert PDFs and export to Microsoft Word, Excel, and PowerPoint >Easily create, fill, sign, and send forms >Sign documents, request signatures, and track responses in real time >Add security and password-protect PDF files Checkmark >Turn scanned documents into editable, searchable PDFs >Redact to permanently remove sensitive visible information >Compare two versions of a PDF to review all differences >Add a logo to brand your agreements and upload existing PDF forms to instantly create web forms	1	piece	13,400.00	13,400.00				
	One Year Subscription to Microsoft 365 Apps for Business >Monthly updates: Get the latest features and capabilities with fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint for Windows or Mac, OneNote (features vary), and Access and Publisher (PC only). >1 TB secure cloud storage per user Edit and share documents, photos, and more from anywhere, on all your devices with 1 TB of OneDrive cloud storage. >Works across multiple devices Get the fully installed Microsoft 365 apps on multiple PCs, Macs, tablets, and mobile devices (including Windows, iOS, and Android). >Professional digital storytelling Easily create engaging, interactive, web-based reports, presentations, newsletters, trainings, and more with Sway.	2	piece	30,000.00	60,000.00				
	One Year Subscription to Norton Security Premium Antivirus All-in-One >10 PCs, Macs, tablets, or phones >Antivirus, malware, ransomware, and hacking protection >100% Virus Protection Promise >100GB Cloud Backup >Password Manager >VPN private internet connection >Dark Web Monitoring >Parental Control	85	piece	3,000.00	255,000.00				
	Bidders shall submit their quotation together with all the required documents on or before Oct. 3, 2024 2PM to the BAC Secretariat. The BAC shall accept the quotations received after the deadline. *Please submit your Quotation for the WHOLE LOT. REQUIRED DOCUMENTS: Submission of Bid/Offer: 1. Valid Business/Mayor's Permit 2. Latest Income/Business Tax Return/Tax Clearance (see above) 3. PhilGEPS Registration Number Prior to Issuance of Notice of Award (NOA) 5. Omnibus Sworn Statement 6. Special Power of Attorney (if Authorized Representative/ Secretary's Certificate) *Non-submission of the above-stated requirements shall automatically disqualify the bid/offer Purpose/Title of the Activity: Procurement of ICT Software Subscription (Norton Antivirus and Microsoft 365 Apps for Business)								
							GRAND TOTAL PER LOT:		

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.