



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGIONAL OFFICE I

Document Code <b>FM-QP-DILG-AS-RO-10-07</b>		
Rev. No. 00	Eff. Date 06.15.21	Page 1 of 1

**MODE OF PROCUREMENT:** SVP  
**Name of Procuring Entity:** DILG  
**Office/End User:** FAD  
**Company Name:**  
**Address:**

**RFQ No.:** 2022-07-159  
**Date:** JULY 12, 2022

**\*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) must be valid for a period of 60 calendar days from the date of submission.
  - 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
  - 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):**

**₱115,952.96**

**PEDRO D. GONZALES**  
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	2022 notebook planner	81	pcs		
	Sign Pen (0.5)	81	pcs		
	Sign Pen (v10)	2	pcs		
	Glossy bond paper A4 (80 gsm)	4	reams		
	Glossy bond paper Legal (80 gsm)	4	reams		
	Bond Paper A4 (70 gsm)	5	reams		
	Bond Paper Legal (70 gsm)	6	reams		
	Specialty Paper for certificates (A4, 120 gsm, 10 per pack)	15	packs		
	Certificate Holder (A4)	81	pcs		
	Ballpen black	2	boxes		
	Ballpen blue	2	boxes		
	Expanding Folder Legal	20	pcs		
	Masking tape (1 1/2 ")	3	rolls		
	Packaging Tape (2")	3	rolls		
	Meta Cards (4x6)	1	pack		
	Permanent Marker (black)	1	box		
	Heavy-duty Scissors	4	pcs		
	Heavy-duty Staplers	2	pcs		
	Staple Wire	2	boxes		
	Staple Remover	4	pcs		
	Puncher	1	pc		
	Expanding Envelope (Long)	20	pcs		
	Pencil No.5	1	box		
	Heavy-duty dura box transparent box (120 litres)	6	pcs		
	Double-sided tape (1")	4	rolls		
	Epson Ink (B,C,Y,M)	1	set		
	Table signs (transparent, triangle, landscape style, 11"x4")	50	pcs		
	Table signs (transparent, portrait style, 11"x8")	2	pcs		
	Photo Paper (A4)	15	packs		
	Rechargeable emergency light	3	Unit		
	Alcohol (70%)	3	bottles		

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Baby Wipes non alcohol based (big)	4	pcs		
USB Hub with 4 USB ports	4	pcs		
USB 16gb	3	pcs		
Rechargeable Electricfan 16	3	pcs		

**Bidders shall submit their quotation together with all the required documents on or before July 18, 2022 to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.**  
2:00 PM

**\*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  
 3. PhilGEPS Registration Number

**PRIOR TO ISSUANCE OF NOTICE OF AWARD:**  
 4. Omnibus Sworn Statement  
 5. Special Power of Attorney for Authorized Representative / Secretary's Certificate (for corporation)

**Purpose / Title of Activity: For Official Use: Conduct of Orientation for NEOs: Priming the NEOs for Re-Elected Local Chief Executives (LCEs)**

Date of the Activity: **JULY 25-28, 2022**

Price Validity

\_\_\_\_\_  
 Printed Name/Signature/Date

\_\_\_\_\_  
 Tel. No./Cellphone No.