



MODE OF PROCUREMENT:	SVP	RFQ No.:	2021-09- 221
Name of Procuring Entity:		Date:	September 2, 2021
Office/End Use:	FAD		
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:

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| <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Bidders may quote for any or all items.</p> <p>3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</p> <p>5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</p> <p>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.</p> | <p>7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</p> <p>9. 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.</p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 186,000.00

ENGR. ALICIA C. BANG-OA
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Laminating Film -Size: long; Thickness: 250 microns	10	ream (100pcs/ream)		
	Coupon bond A4(Bond paper) - Size: 8.27x11.69"; Color- white; multi purpose paper	35	ream (500sheets/ream)		
	Coupon bond long (Bond paper) - Size: 8.5x13"; Color- white; multi purpose paper	20	ream (500sheets/ream)		
	Logbook/Record book - 100pages bond - 7' x 11' -Laminated hand bound cover	10	book (100pages per book)		
	Signpen (5 boxes BLACK, 5 boxes BLUE) - quick dry, premium liquid gel ink pen; .7mm needle point	10	box (12pcs/box)		
	Specialty Paper - Size 8.5x13" Long; Color- White; 200 gsm	50	packs (10 sheets/pack)		
	Printer Ink 65 ml -Color: Black, Cyan, Yellow, Magenta; Continuous Ink Supply System (CISS); genuine refill ink; vacuum sealed	20	bottle		
	Wall clock	1	pc		
OFFICE EQUIPMENT					
	Shredder - heavy duty paper shredding machine - shred size 4 x 4.45mm cross cut - maximum sheet capacity- 70gsm: 7 sheets - waste container capacity- 15 liters -horizontal entry width: 220mm -paper sensing mode: Auto Dimension : 335 x 180x 392mm	1	pc		

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Scanner - duplex document scanner - up to 15 pages per minute - 2 sided scanning -document management software included - hole punch removal, blank page removal, plastic card scanning, deskew port - micro usb 3.0 daily duty cycle (max pages 100) -interpolated scan resolution max dpi up to 1200 x 1200 dpi -optical scan resolution- max dpi 600 x 600 - scanning capability- black, white color scanning modes- : 24 bit color, 8 bit gray scale, 1 bit monochrome	5	pc		
	3 layer lateral cabinet Orientation: 3-Layer Color: Beige Dimension: L35.43" x W17.72" x H40.4" Features: *Anti-Tilt *Central Locking *Punched Holes for Folders *Plastic Divider *Movable Hanger	3	pc		
	CUSTOMIZED PRINTING				
	Lanyards (customized)	506	pcs		
	Bidders shall submit their quotation together with all the required documents on or before <u>Sept. 10, 2021 @ 10:00am</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.				
	IMPORTANT				
	SUBMISSION OF BID / OFFER: 1. Valid Business / Mayor's Permit 2/ Latest Income / Business Tax Return/ Tax Clearance 3. Menu (for procurement with meals and snacks) *Non-submission of the above-stated requirements shall automatically disqualify bid/offer PRIOR TO ISSUANCE OF NOTICE OF AWARD: 1. Omnibus Sworn Statement 2. PhilGEPS Registration Number Purpose / Title of Activity: For Official Use Contact Tracers Admin Use: Date of the Activity:				
	<input type="text"/> Price Validity <input type="text"/>				
	_____ Printed Name/Signature/Date				
	_____ Tel. No./Cellphone No.				