



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 (Address)
REQUEST FOR QUOTATION (RFQ)

Document Code		
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Rev. No.	Eff. Date	Page
00	06.01.23	1 of 1

MODE OF PROCUREMENT:	NP-SVP	RFQ No. : 2024-06-143
Name of Procuring Entity:	DILG REGION 1	Date: JUNE 4, 2024
Office/End User:	PDMU	
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:	
1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 5. Award Contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complete with the minimum technical specifications and other terms and conditions stated herein.	6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 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.

APPROVED BUDGET FOR THE CONTRACT (ABC):	PEDRO D. GONZALES BAC Chairperson
PHP 121,902.00	

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
	Long Expanding Folder	26	pcs	22.00	572.00			
	Long White Folder (material: white kraftboard)	26	pcs	20.00	520.00			
	Metal Fastener (50 sets/ box)	10	box	90.00	900.00			
	Epson Ink T664	5	set	1,320.00	6,600.00			
	Epson Ink 003	5	set	1,420.00	7,100.00			
	Binder Clip 2"	10	box	175.00	1,750.00			
	Binder Clip 1 1/2"	10	box	135.00	1,350.00			
	Scotch Tape 2"	10	roll	155.00	1,550.00			
	Packaging Tape 2"	10	roll	57.00	570.00			
	Masking Tape 2"	5	roll	115.00	575.00			
	Colored Page Marker	5	pack	96.00	480.00			
	Notepad 3x3 inches	6	pcs	60.00	360.00			
	Double-sided tape 1inch (with foam, super adhesive)	5	roll	135.00	675.00			
	Sign Pen (0.5, color: black)	1	box	950.00	950.00			
	Sign Pen (0.5, color: red)	1	box	950.00	950.00			
	Sign Pen (0.5, color: blue)	1	box	950.00	950.00			
	Photopaper (220 gsm, glossy, printable, A4 size, 20 pcs/	5	pack	280.00	1,400.00			
	Ring Binder (20 mm, legal size, 100 pcs/pack)	25	pcs	46.00	1,150.00			
	Ring Binder (22 mm, legal size, 100 pcs/pack)	25	pcs	62.00	1,550.00			
	Certificate Frame (Glass to glass, A4 Size)	51	pcs	200.00	10,200.00			
	Certificate Frame (Glass to glass, Long Size)	51	pcs	250.00	12,750.00			
	Protective Construction Gloves							
	-Heavy Duty Black Rubber Cotton	36	pairs	30.00	1,080.00			
	Tissue (2 ply, 12pcs/pack)	21	pack	220.00	4,620.00			
	Wet wipes (80sheet per pack)	21	pack	90.00	1,890.00			
	Insect Repellent Spray (aerosol type)	4	pcs	120.00	480.00			

Alcohol (ethyl)	6	gallon	785.00	4,710.00			
Liquid Hand Soap	19	bottle	130.00	2,470.00			
Sublimation mug with design -size; 11oz, ceramic printable white mugs, with box include per mug) -check attached design	125	pcs	300.00	37,500.00			
Katsa Bag (Size: Large)	125	pcs	130.00	16,250.00			
						GRAND TOTAL PER LOT	

Bidders shall submit their quotation together with all the required documents on or before 10/24/2024 to the BAC Secretariat, The BAC shall not 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. PhilGEPS Registration Number

PRIOR TO ISSUANCE OF NOTICE OF AWARD:

1. Omnibus Sworn Statement
2. PhilGEPS Registration Number

Purpose/Title of the Activity:

For Official Use: FY 2024 AUGMENTATION OF VARIOUS OFFICE SUPPLIES

Warranty	Price Validity	
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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.