



### REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	Negotiated Procurement -SVP	2021-03-5157
Name of Procuring Entity:	DILG RO1	March 15, 2021
Office/End User:	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

<b>TERMS AND CONDITIONS:</b>	
1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all terms. 3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 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.	7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 9. Liquidated damages equivalent to one-tenth of one percent (0.001) 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 amount of the contract, without prejudice to other courses of action and remedies open to it. 10. Bidders shall submit their quotation together with all the required documents on or before <u>Mar. 31, 2021 @ 10:00am</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.

APPROVED BUDGET FOR THE CONTRACT (ABC):  Php814,125	<b>RHODORA G. SORIANO</b> Chair, BAC
-----------------------------------------------------------	-----------------------------------------

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER ITEM
1	Laminating Film -Size: long; Thickness: 250 microns	60	ream (100pcs/ream)	48,000.00	
2	Binder clips -Size: 51mm, 2 inches width; multi purpose binder clips; Long tail clip	200	box (12pcs/box)	14,600.00	
3	Calculator -12 digit big display desktop calculator; Power source: Solar and battery(dual power); With auto power off	6	pc	2,190.00	
4	Correction Tape -Size:10 meters length; environmentally friendly, safe and non toxic; high cover effect	109	pc	3,270.00	
5	Coupon bond A4(Bond paper) - Size: 8.27x11.69"; Color-white; multi purpose paper	670	ream (500 sheets/ream)	154,100.00	
6	Coupon bond long (Bond paper)- Size: 8.5x13"; Color-white; multi purpose paper	700	ream (500 sheets/ream)	182,000.00	
7	Envelope- Long Expandable - Size: 10x15 inches; brown; Brown Kraft Expandable w/ Elasticbond	600	pc	15,000.00	
8	Envelope - Size: 10x15 inches; Long; Color- Brown	600	pc	3,000.00	
9	Fastener - Size: 7cm; 8.5" long ; Plastic paper fastener; plastic wrapped edge; assorted colors	100	box (50 sets/box)	4,000.00	
10	Flash drive (32gb) - 3.0 interface; speed: 100mb/reading	10	pc	4,000.00	
11	Folder- Green expandable (Long) -Pressboard Expandable Folder (Long) Tough & heavy weight file folder ; for large and heavy files ; with 1" expansion; heavyweight folders resist wear and tear for bulky, heavily used files.	600	pc	15,000.00	
12	Folder- Size- Long 9.5x14.5 inches; white color	600	pc	4,200.00	
13	Glue - Size- 130grams; Washable, safe, non toxic, fast dry	60	pc	3,600.00	



14	<b>Highlighter Pen -Unique shape for a comfortable grip;Grooves on cap for ease of uncapping;4 hours Anti-Dry-Out Technology;Water-based ink &amp;odorless; 2 line widths (2 + 5mm)</b>	60	pc	2,220.00	
15	<b>Paper clips - Size- 50mm; assorted color; vinly coated paper clips</b>	100	box (80pcs/box)	2,000.00	
16	<b>Pencil -Length: 7"; Diameter: 7.0 to 7.5mm; Body Material: Wood; Hexagonal, each with a high quality top eraser;Medium/ Medium Shade</b>	100	box	9,475.00	
17	<b>Permanent Marker-Dries Instantly; For general purpose, comes with fast drying oil base permanent ink that writes on almost anysurface; Color- Black; Broad or Fine; Waterproof-Permanent</b>	60	box	25,920.00	
18	<b>Puncher - Two hole Big puncher; Heavy duty with separate gauge; can punch 10-15 sheets of 70 gsm paper</b>	6	pc	1,920.00	
19	<b>Rubber Band - high quality; heavy duty, all purpose rubber band; elastic, multi colored; flat and thick; 350grams/box</b>	60	box (350grams/box)	12,480.00	
20	<b>Scissor - heavy duty; 6" high quality multi purpose stainless steel;comfort grip sharp and durable</b>	6	pc	360.00	
21	<b>Scotch tape -Size- 1"; transparent/clear type; Strong adhesive, good quality, heavy duty</b>	60	pc	1,500.00	
22	<b>Sign pen (Blue) - quick dry, premium liquid gel ink pen; .5mm needle point</b>	80	box (12pcs/box)	33,600.00	
23	<b>Sign pen (Green)- quick dry, premium liquid gel ink pen; .5mm needle point</b>	40	box (12pcs/box)	16,800.00	
24	<b>Sign pen (Black) - quick dry, premium liquid gel ink pen; .5mm needle point</b>	40	box (12pcs/box)	16,800.00	
25	<b>Specialty Paper - Size 8.5x13" Long; Color- White; 200 gsm</b>	150	packs (10 sheets/pack)	7,500.00	
26	<b>Stamp Pad with Date stamp received - Size- No. 1; metal case stamp pad;</b>	20	pc	3,800.00	
27	<b>Stamp Pad Ink -water based ink refill; best drying ink 950 ml; purple</b>	60	bottle	6,990.00	
28	<b>Staple wire -Full strip staples; Size: No. 35; Length: 6mm; Made of steel wire coated with zinc</b>	100	box (5000pcs/box)	5,500.00	
29	<b>Stapler with remover -High quality ;Size: large; Compatible with No. 35 staple wire; 25 sheet capacity; Durable metal construction and rust protection</b>	10	pc	1,600.00	
30	<b>Sticky Note Pad- 3" x 4"</b>	100	pack (100sheets per pack)	6,250.00	
31	<b>Sharpener Desk Type -Desk type pencil sharpener with rotating cork system and manual hand crank; Stainless with metal body</b>	10	pc	6,100.00	
32	<b>Printer - multifunctional; 3 in 1 print copy and scan; prints up to 7,500 colored and 4,500 black-and-white pages; New hand design integrated to the printewr to reduce spacePeace of mind with 100% cartridge-free printing</b>	6	pc	72,000.00	
33	<b>Printer Ink 65 ml -Color: Black, Cyan, Yellow, Magenta; Continuous Ink Supply System (CISS); genuine refill ink; vacuum sealed</b>	180	bottle	63,000.00	



34	<b>Laminating Machine- heavy duty laminator; for size up to A3; 4 rollers (hotshoe); 330mm entrance width; with temperature controller and meter knob; laminating speed 600-650mm/minute; maximum laminating thickness 1.2mm on and off button; power ready and preheating light with reverse switch; best used with 120-250 micro films</b>	5	pc	40,000.00	
35	<b>Lanyards (customized)</b>  1. For procurement projects with meals and snacks Attached Menu 2. For procurement projects with ABC ABOVE P50,000.00 <i>*In order to be eligible for this procurement, suppliers/ service providers must submit the following eligibility requirements:</i> a. Valid Business/ Mayor's Permit b. Latest Business/Income tax 3. Prior to Issuance of Notice of Award: a. PhilGEPS Registration Number b. Omnibus Sworn Statement <b>NOTE: Line Item Awarding</b>  <b>OB: Contact Tracers Admin Use</b>	507	pc	25,350.00	

<b>Warranty</b>	<b>Price Validity</b>	
-----------------	-----------------------	--

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.