



REQUEST FOR QUOTATION (RFQ)

Document Code		
FM-QP-DILG-AS-RO-10-07		
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MODE OF PROCUREMENT:	SMALL VALUE PROCUREMENT	RFQ No. : 2025-03-016
Name of Procuring Entity:	DILG REGION 1	Date: March 10, 2025
Office/End User:	DILG REGION 1	
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:

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 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.	
APPROVED BUDGET FOR THE CONTRACT (ABC):	

PHP 225,877.00

**RHODORA G. SORIANO**  
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
1	Expandable Folders	220	pieces	28.00	6,160.00	✓		
2	Long Folder - ordinary (brown exterior, white interior)	143	piece/s	10.00	1,430.00	✓		
3	Expandable Envelopes - long	30	piece/s	23.00	690.00	✓		
4	Expandable folders with fastener - Maroon, for 201 files	30	piece/s	130.00	3,900.00	✓		
5	201divider	40	pack/s	30.00	1,200.00	✓		
6	Lever Arch File Folder	9	piece/s	199.00	1,791.00	✓		
7	Staple Wires # 35	35	box/es	71.00	2,485.00	✓		
8	Scotch Tape - 1"	19	roll/s	63.00	1,197.00	✓		
9	Scotch Tape - 1/2"	31	roll/s	59.00	1,829.00	✓		
10	Masking Tape - 2"	7	roll/s	137.00	959.00	✓		
11	Masking Tape - 1"	3	roll/s	75.00	225.00	✓		
12	Duct Tape	3	roll/s	87.00	261.00	✓		
13	Packaging Tape	4	roll/s	31.00	124.00	✓		
14	Double sided tape	21	roll/s	50.00	1,050.00	✓		
15	Paper Clip (ordinary)	21	box/es	29.00	609.00	✓		
16	Paper Clip (heavy duty)	14	box/es	50.00	700.00	✓		
17	Correction tape	96	piece/s	38.00	3,648.00	✓		
18	Pentel Pen (Black)	17	piece/s	45.00	765.00	✓		
19	Pentel Pen (Blue)	1	piece/s	45.00	45.00	✓		
20	Fastener (metal)	13	box/es	93.00	1,209.00	✓		
21	Highlighter Pen	26	piece/s	49.00	1,274.00	✓		
22	Record book (500 leaves)	14	piece/s	130.00	1,820.00	✓		
23	Record book (300 leaves)	15	piece/s	95.00	1,425.00	✓		
24	Sticker Paper	25	pack/s	109.00	2,725.00	✓		
25	Binder Clip-3/4	16	box/es	30.00	480.00	✓		
						GRAND TOTAL PER LOT		

Bidders shall submit their quotation together with all the required documents on or before Mar 21, 2025, 2 PM 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 (NOA)

3. Omnibus Sworn Statement

4. 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:

For Official Use: DILG REGIONAL OFFICE 1 FOR CY 2025

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.





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

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MODE OF PROCUREMENT:	SMALL VALUE PROCUREMENT	RFQ No. : 2025-03-016
Name of Procuring Entity:	DILG REGION 1	Date: March 10, 2025
Office/End User:	DILG REGION 1	
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):

PHP 225,877.00

**RHODORA G. SORIANO**  
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
26	Binder Clip-1"	16	box/es	44.00	704.00			
27	Sign Pen- blue	44	piece/s	90.00	3,960.00			
28	Sign Pen- black	34	piece/s	90.00	3,060.00			
29	Ballpen - blue	99	piece/s	10.00	990.00			
30	Ballpen-black	128	piece/s	10.00	1,280.00			
31	Post-it note 3"x 1"	35	piece/s	38.00	1,330.00			
32	Post-it note 4" X 3" varying sizes and colors	31	piece/s	75.00	2,325.00			
33	Post-it Note 3" x 3"(asstd shapes)	19	piece/s	75.00	1,425.00			
34	Photo Paper Glossy (A4)	10	pack/s	157.00	1,570.00			
35	Specialty board A4 - white	8	pack/s	50.00	400.00			
36	Specialty paper long - (for appointment)	35	pack/s	65.00	2,275.00			
37	Specialty paper long - 200GSM	20	pack/s	45.00	900.00			
38	Stampad Ink	10	bottle/s	250.00	2,500.00			
39	CD - RW	20	piece/s	50.00	1,000.00			
40	Epson Ink 664 - (BLACK)	10	bottle/s	450.00	4,500.00			
41	Epson Ink 664 - (CYAN)	4	bottle/s	135.00	540.00			
42	Epson Ink 664 - (YELLOW)	4	bottle/s	135.00	540.00			
43	Epson Ink 664 - (MAGENTA)	4	bottle/s	135.00	540.00			
44	Epson Ink 003 - (BLACK)	93	bottle/s	390.00	36,270.00			
45	Epson Ink 003 - (CYAN)	42	bottle/s	117.00	4,914.00			
46	Epson Ink 003 - (YELLOW)	42	bottle/s	117.00	4,914.00			
47	Epson Ink 003 - (MAGENTA)	42	bottle/s	117.00	4,914.00			
48	Batteries -AA - Alkaline (4's)	18	pack/s	175.00	3,150.00			
49	Batteries - AAA (4's)	22	pack/s	175.00	3,850.00			
50	Stampad	6	piece/s	65.00	390.00			
						GRAND TOTAL PER LOT		

Bidders shall submit their quotation together with all the required documents on or before \_\_\_\_\_ 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

- Valid Business/ Mayor's Permit
- PhilGEPS Registration Number

Prior to Issuance of Notice of Award (NOA)

- Omnibus Sworn Statement
- 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:

For Official Use: DILG REGIONAL OFFICE 1 FOR CY 2025

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.





Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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MODE OF PROCUREMENT:	SMALL VALUE PROCUREMENT	RFQ No. : 2025-03-016
Name of Procuring Entity:	DILG REGION 1	Date: March 10, 2025
Office/End User:	DILG REGION 1	
Company Name:		
Address		
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				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
51	Stamp (Paid and Received)	3	piece/s	100.00	300.00			
52	Expandable Folders- COLOR BLUE COA PAID DV SUBMITTED TO COA	324	piece/s	36.00	11,664.00			
53	FILE BOX BLUE- FOR PAID DVS SUBMITTED TO COA	15	piece/s	358.00	5,370.00			
54	Long Green Expandable Folders	60	piece/s	28.00	1,680.00			
55	Long Folder- Ordinary (white exterior)	50	piece/s	15.00	750.00			
56	Sign Here Sticky Note	40	set/s	47.00	1,880.00			
57	Sticky Note (4x4 inches)	16	piece/s	30.00	480.00			
58	Binder Clip-2"	5	box/es	80.00	400.00			
59	Wet Wipes (80 sheets, Large)	15	pack/s	140.00	2,100.00			
60	Dater	3	piece/s	500.00	1,500.00			
61	Letter size bond paper	3	box/es	245.00	735.00			
62	Blue morocco folder-letter size	1	bundle	275.00	275.00			
63	acetate-letter size	2	pack/s	450.00	900.00			
64	Ring Binder plastic (1/2 inch, black)	10	piece/s	80.00	800.00			
65	Ring Binder plastic (3/4 inch, black)	10	piece/s	120.00	1,200.00			
66	Ring Binder plastic (1 inch, black)	10	piece/s	150.00	1,500.00			
67	Storage box	30	piece/s	350.00	10,500.00			
68	File holder	10	piece/s	200.00	2,000.00			
69	Paper Cutter (heavy duty)	1	piece/s	1,000.00	1,000.00			
70	Scissors (heavy duty)	3	piece/s	150.00	450.00			
71	Alligator/Binder Clip- 1/2 Clip	3	box/es	20.00	60.00			
72	Alligator/Binder Clip- 1 1/4 Clip	3	box/es	50.00	150.00			
73	Glue	3	piece/s	35.00	105.00			
74	Tape Dispenser	2	piece/s	150.00	300.00			
75	Corkboard with frame (1x0.5 meters)	2	piece/s	2,000.00	4,000.00			
						GRAND TOTAL PER LOT		

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				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
76	Push Pin (100 pcs)	1	box/es	150.00	150.00			
77	Index Tabs	6	piece/s	50.00	300.00			
78	Pencil Sharpener Machine	1	piece/s	300.00	300.00			
79	Notebook	2	piece/s	35.00	70.00			
80	Rectangular Folding Table (8 Feet)	1	piece/s	6,500.00	6,500.00			
81	Extension Wheel (15 meters)	2	piece/s	2,500.00	5,000.00			
82	Heavy Duty Stapler for Book Binding	2	piece/s	1,500.00	3,000.00			
83	Monobloc Chair	24	piece/s	500.00	12,000.00			
84	Laundry Powder soap	11	piece/s	73.00	803.00			
85	Laundry Bar soap	9	bar/s	33.00	297.00			
86	Toilet cleanser	12	bottle/s	125.00	1,500.00			
87	Insect Killer Spray	4	can/s	344.00	1,376.00			
88	Air freshener	4	can/s	295.00	1,180.00			
89	Disinfecting bleach	10	galloon/s	445.00	4,450.00			
90	Dishwashing Liquid	2	bottle/s	105.00	210.00			
91	Alcohol	4	galloon/s	550.00	2,200.00			
92	Foldable Table (6 ft buy 1 take 1)	3	piece/s	3,000.00	9,000.00			
93	Liquid Hand Soap (450g)	6	bottle/s	200.00	1,200.00			
							GRAND TOTAL PER LOT	

Bidders shall submit their quotation together with all the required documents on or before \_\_\_\_\_ to the BAC Secretariat, The BAC shall not accept the quotations received after the deadline.

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Purpose/Title of the Activity:

For Official Use: DILG REGIONAL OFFICE 1 FOR CY 2025

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

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