



REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	SHOPPING	RFQ No.	2018-05-096
Name of Procuring Entity:		Date:	5/10/18
Office/End User:			
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 terms.</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 (0.001) 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.</p> <p>10. Bidders shall submit their quotation together with all the required documents on or before <u>May 25, 2018, 10AM</u> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):

₱ 98,303.00

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	Bond Paper (Legal)	20	reams		
	Expanding Folder (long)	30	pcs		
	Ordinary Folder (long)	30	pcs		
	Erasers (for pencils)	10	pcs		
	Battery (AAA)	24	pcs		
	Stapler with staple wire remover	4	pcs		
	HP deskjet in advantage 2060 (#480)	4	sets		
	HP deskjet in advantage 2060 (#200)	4	sets		
	Pencil	2	boxes		
	Plastic Paper Clips (small)	6	boxes		
	Highlighter Pen	10	pcs		
	Brown Kraft Envelope (long)	30	pcs		
	Brown Kraft Envelope (short)	30	pcs		
	Epson Continuous Ink (colored)	30	bottles		
	Epson Continuous Ink (black)	40	bottles		
	Record Book (300 leaves)	6	pcs		
	Tranparent Folder w/ Fastener (a4)	10	pcs		
	Tranparent Folder w/ Fastener (long)	10	pcs		
	Plastic Paper Fastener	8	boxes		
	Socket - 3 way	10	pcs		
	Extension Cord (5meters)	5	pcs		
	Packaging Tape - 4"	4	rolls		
	Double Sided Tape	4	rolls		
	Duct Tape	4	rolls		
	Rubbing Alcohol	27	pcs		
	Tissue Paper	27	pcs		
	Desktop Computer Keyboard	2	pcs		
	USB Port Extension (1meter)	3	pcs		
	Cutter	9	pcs		
	Fax Paper	4	pcs		
	Colored Bond Paper (A4)	2	reams		
	Colored Bond Paper (long)	2	reams		
	Specialty Paper (120 GSM, cream, letter size)	10	packs		
	Air cooler (EcoCool)	1	unit		
	Computer Desktop Screen Protector (16" x 10")	8	pcs		

Computer Desktop Screen Protector (18" x 10") Steel Cabinet (3 drawers) Computer mouse Swivel Chair	1	pc	
	1	pc	
	5	pcs	
	5	pcs	
REQUIREMENTS: For procurement projects with ABC > 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. PhilGEPS Certificate Purpose/Title of the Activity: LGCDD Regular Supplies (1st Quarter and 2nd Quarter) Date of the Activity:			

Warranty

Price Validity

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.

pls fill in gray-shaded cells only

***lgcdd reg