



### REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	Small Value Procurement	RFQ No.	2021-03-34
Name of Procuring Entity:	DILG RI	Date:	3-3-21
Office/End User:	LGDD		
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</p> <p>4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes</p> <p>5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be</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</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 <b>Mar. 12, 2021</b> to the BAC Secretariat. The BAC shall not accept quotations received after the deadline @ <b>10:00 A.M.</b></p> |
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APPROVED BUDGET FOR THE CONTRACT (ABC): P300,000.00	<b>RHODORA G. SORIANO</b> Chair, BAC
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p>Printing of CDP Facilitator's Toolkit</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>&gt; Size: A4</li> <li>&gt; Pages: 512 Pages</li> <li>&gt; Printing: Full Color Printing</li> <li>&gt; Hard Cover with Glossy Finish Spot Lamination</li> <li>&gt; Cover Surface: Gold Foil Stamping</li> <li>&gt; Inside Pages: Matte 120 lbs with Full Color Separation</li> <li>&gt; Book Binding: Sewn &amp; Hard Cover</li> </ul>	50	copies		
<b>IMPORTANT</b>					
<b>SCHEDULE OF SUBMISSION OF DOCUMENTARY REQUIREMENTS:</b>					
<b>SUBMISSION OF BID/OFFER:</b>					
<ol style="list-style-type: none"> <li>1. Valid Business/ Mayor's Permit</li> <li>2. Latest Income/Business Tax Return</li> <li>3. Menu (for procurement with meals and snacks)</li> </ol>					
<b>* Non-submission of the above-stated requirements shall automatically disqualify the bidder.</b>					
<b>PRIOR TO ISSUANCE OF NOTICE OF AWARD:</b>					
<ol style="list-style-type: none"> <li>1. Omnibus Sworn Statement</li> <li>2. PhilGEPS Registration Number</li> </ol>					

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.