



Name of Procuring Entity: DILG	RFQ No. : 2018-309
Office/End User: ADM-OPMO	Date: May 11, 2018
Company Name	
Address	
Business Permit No.	
TIN	
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.   | 7. 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.   | 8. 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) must be valid for a period of 60 calendar days from the date of submission.  | 9. 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. 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. |   |

APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 114,000.00	 <b>ELNORA A. VELASCO</b> Chief, General Services Division
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	<b>Printing of Philippine Development Plan 2017-2022 Handbook</b>  Size: 12 x 8 - spread size, 6 x 8 - folded size No. of Pages: 53 pages + cover Stock: Cover C2S #180 Inside: Matte #100 Color: Cover: Full color Inside: Full Color Others: with layout and design to be presented in digital proofing Finishing: Matte Lamination with Spot UV Binding: Saddle Stitch Process: Offset <b>Delivery Date: June 20, 2018</b> XXXXXXXXXXXXXXXXXXXX  REF: PR No. 2018-238 dated april 24, 2018  PUR: for official use of SLGP Office  Upon receipt of the funded Purchase Order (PO), a galley proof must be submitted within two (2) days for editing, correction and approval by the end-user.	2,000	cop	57.00	

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.



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**TERMS AND CONDITIONS:**

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| <ol style="list-style-type: none"> <li>Bidders shall provide correct and accurate information required in this form.</li> <li>Bidders may quote for any or all items.</li> <li>Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.</li> <li>Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.</li> <li>Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li>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.</li> </ol> |
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APPROVED BUDGET FOR THE CONTRACT (ABC):  
**PHP 114,000.00**

ELNORA A. VELASCO  
 Chief, General Services Division *[Signature]*

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p><b>NOTE:</b></p> <p>In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:</p> <ol style="list-style-type: none"> <li>Valid Business Permit</li> <li>PhilGEPS Registration No. (Please indicate on the space provided above)</li> <li>Accomplished and Notarized Omnibus Sworn Statement</li> <li>Others</li> </ol> <p>a. Any documents to prove that the signatory of the quotation is authorized representative of the company, or</p> <p>b. Photocopy of ID bearing the picture/signature of the representative issued by the company</p> <p><b>* Please submit your quotation and other documents required in the RFQ using our official Request for Quotation (RFQ) Form. You can secure a copy of the said RFQ to Procurement Section, General Services Division, Administrative Service, DILG. For ABC of more than Php50,000.00 you can also download our RFQ at PhilGEPS and DILG Website.</b></p> <p><b>DEADLINE:</b></p> <p><b>* Please submit your quotation/s in SEALED ENVELOPE/S on or before May 22, 2018, 8:00am addressed to the DILG Shopping and Small Value Procurement Committee (SSVPC) Non inclusion of eligibility documents inside the envelope will be ground for disqualification.</b></p> <p style="text-align: center;">Page 2 of 2</p>				

Warranty  Price Validity

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