Republic of the Philippines
Department of the Interior and Local Government
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Document Code		
FM-QP-AS-GSD-06-03		
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MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT		RFQ No.	**2018-814**
Name of Procuring Entity:	DILG	Date:	December 5, 2018
Office/End User:	Auxiliary Section, GSD, AS		
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) 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 specifiactions 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 (0.1%) 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 73,000.00

ELNORA A. VELASCO
Chief, General Services Division

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Philippine Flag, 3ft. x 6ft. Satin Cloth, double background design	10	pc	1,800.00	
2	DILG Flag, 3ft. x 5ft. Satin Cloth, double background design xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx REF: PR No. 2018-692 dated November 21, 2018 PUR: for official use of the Department	10	pc	5,500.00	

NOTE:
*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.
1. Valid Business Permit
2. PhilGEPS Registration No. (Please indicate on the space provided above)
3. Accomplished and Notarized Omnibus Sworn Statement
4. Others:
   a. Any documents to prove that the signatory of the quotation is autorized representative of the company, or
   b. Photocopy of ID bearing the pictures/ signature of the representatives.

Other Instruction:
* Please submit your quotation 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.

*Please submit your quotation/s in **SEALED ENVELOPE/S on/or before December 11, 2018 at 8:00 am** addressed to the DILG Shopping and Small Value Procurement Committee (SSVPC). Non inclusion of Eligibility Documents inside the envelope will be ground for Disqualification.

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.

Revised Form 2012
AS:GSD:PS
JJJ:EAV:CSC:LBC:mjp