



**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**  
 Name of Procuring Entity: DILG RFQ No. : 2019-024  
 Office/End User: VARIOUS OPERATING UNITS OF THE DEPARTMENT Date: January 8, 2019  
 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:**
- Bidders shall provide correct and accurate information required in this form.
  - Bidders may quote for any or all items.
  - Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
  - Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
  - Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
  - 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.
  - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
  - The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
  - 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 198,205.16**

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

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Ink Cartridge HP 680 (black)	74	cart	486.00	
2	Ink Cartridge HP 680 (colored)	54	cart	486.00	
3	Toner Cartridge, HP CE310A, black	3	cart	3,220.00	
4	Toner Cartridge, HP CE311A, cyan	3	cart	3,355.24	
5	Toner Cartridge, HP CE312A, yellow	3	cart	3,355.24	
6	Toner Cartridge, HP CE313A, magenta	3	cart	3,355.24	
7	Toner Cartridge for Samsung Printer MLT-D111S/XAA	12	cart	2,650.00	
8	Toner Cartridge, TN 3448 for Brother Printer HL-6400DW	6	cart	5,390.00	
9	Toner Cartridge CF21FA for HP 17A Laser Jet Printer (HP Laser Jet Pro M102W)	8	cart	4,000.00	
	REF: PR No. 2019-132 COA PR No. 2019-148 OASFC PR No. 2019-152 Office of the Assistant Secretary for Capacity Development, Public Affairs and Communication SLGP-PMO  PR No. 2019-155 PUR: for official use of the Department				

Warranty  Price Validity

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) prices noted above.

Printed Name/Signature/Date  
 Tel. No./Cellphone No.

Reference No: 5 9518 77  
 PD: January 11, 2019  
 CD: January 16, 2019





MODE OF PROCUREMENT: **SMALL VALUE PROCUREMENT** RFQ No. : **2019-023**

Name of Procuring Entity: **DILG** Date: **January 7, 2019**

Office/End User: **VARIOUS OPERATING UNITS OF THE DEPARTMENT**

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:**

Bidders shall provide correct and accurate information required in this form. Bidders may quote for any or all items. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 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.

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 198,205.16**

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

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:               <ol style="list-style-type: none"> <li>Any documents to prove that the signatory of the quotation is authorized representative of the company, or</li> <li>Photocopy of ID bearing the pictures/signature of the representative</li> </ol> </li> </ol> <p>*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. For ABC of more than Php 50,000.00, you can also download our RFQ at PhilGEPS and DILG Website</p> <p>*Please submit your quotation/s in SEALED ENVELOPE/S ON OR BEFORE January 16, 2019, 8:00 AM, addressed to the DILG Shopping and Small Value Procurement Committee (SSVPC) <i>Non inclusion of eligibility documents inside the envelope will be a ground for disqualification</i></p>				

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.  
 \_\_\_\_\_