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

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MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT | RFQ No. : **2019-022**

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

Office/End User: **CIVIL SECURITY SECTION, GSD**

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 74,250.00

ELNORA A. VELASCO
Chief, General Services Division

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Refill of Fire Extinguisher, (10 lbs) Dry Chemical	41	unit	750.00	
2	Refill of Fire Extinguisher, (20 lbs) Dry Chemical	29	unit	1,500.00	

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
REF:
PR No. 2019-046 dated August 30, 2018
PUR: for official use of the Civil Security Section for DILG premises

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 authorized representative of the company, or
b. Photocopy of ID bearing the pictures/signature of the representative

***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**

***Please submit your quotation/s in SEALED ENVELOPE/S ON OR BEFORE January 14, 2019, 8:00 AM, addressed to the DILG Shopping and Small Value Procurement Committee (SSVPC)**
Non inclusion of eligibility documents inside the envelope will be a 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:imf

Reference No: 5947108
PO : January 09, 2019