



**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT** RFQ No **2019-417**  
 Name of Procuring Entity: DILG Date: July 17, 2019  
 Office/End User: PACS  
 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 61,020.00**

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

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	HP Ink 932XL Black	6	cart	1,920.00	
2	Toner for Brother HL L5100DN	8	cart	4,200.00	
3	HP Q2612A Black Toner	3	cart	5,300.00	
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx REF: PR No. 2019-516 dated July 3, 2019 PUR: for official use of PACS  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/ Mayor's Permit for 2019 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 representatives.  *Please submit your quotation/s in <b>SEALED ENVELOPE/S on/or before July 23, 2019 at 8:00 am</b> addressed to the DILG Shopping and Negotiated Procurement Committee (SNPC). 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.