



**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**

Name of Procuring Entity:	DILG	RFQ No.:	2019-456
Office/End User:	OPDS - CMGP	Date:	August 1, 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:**

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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 prejudice to other courses of action and reaches ten (10) percent of the amount of the contract, without remedies open to it.</li> </ol> |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 289,844.00**

**ELNORA A. VELASCO**  
Chief, General Services Division

Item No.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	<b>CMGP Annual Report</b> Paper size: 10x8 inches No. of Pages: 50 Stocks: Inside Pages (CS2 80) Cover (CS2 120) Colors: 4/4 cover and 4/4 inside Lamination: Matte/Spot UV on cover Binding: Perfect	500	copies	250.00	
2	<b>CMGP Program/ Information Kit</b> Paper size: 12"x9" No. of Pages: N/A Stocks: CS2 300 GSM Colors: 4/4 Lamination: Matte Binding: N/A	200	copies	271.02	
3	<b>CMGP Tri-fold Brochure</b> Paper size: A4 Spread No. of Pages: N/A Stocks: CS2 120 GSM Colors: 4/4 Lamination: Matte Binding: N/A	1200	copies	15.00	
4	<b>CMGP Primer (Booklet)</b> Paper size: A5 (A4 Spread) No. of Pages: 50 pages Stocks: Inside Pages (CS2 80) Cover (CS2 100) Colors: 4/4 cover and 4/4 inside Lamination: Matte Binding: Perfect	500	copies	100.00	
5	<b>CMGP Sticker (Large)</b> Paper size: 5x3.5 Inches No. of Pages: N/A Stocks: Clear Vinyl Sticker Colors: 4/4 Lamination: N/A Binding: N/A	1600	copies	18.50	

-page 1 of 2-

<b>Warranty</b>	<b>Price Validity</b>
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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**Php 289,844.00**

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

Item No.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
6	<b>CMGP Sticker (Small)</b> Paper size: 3x2 inches No. of Pages: N/A Stocks: Clear Vinyl Sticker Colors: 4/4 Lamination: N/A Binding: N/A	1600	copies	8.15	

**Submission of Galley Proof from the Supplier: 2 days from the receipt of Purchase Order**  
**Approval of Galley Proof from CMGP: 3 days from the receipt of Galley Proof**  
**Date of Delivery: September 9, 2019**

XXXXXXXXXXXXXXXXXXXXX

REF: PR No. 2019-555 dated July 30, 2019  
 PUR: for official use of the CMGP 2019 - 81 Provinces

Note:  
 I. In order to be eligible for this procurement, suppliers/service providers **MUST SUBMIT TOGETHER** with the quotation/proposal the following eligibility requirements.

- Valid Business Permit for 2019
- PhilGEPS Registration No. (Please indicate on the space provided above)
- Accomplished and Notarized Omnibus Sworn Statement
- Others:
  - Any documents to prove that the signatory of the quotation is authorized representative of the company, or
  - 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.

**Deadline:**  
 \*Please submit your quotation/s in **SEALED ENVELOPE/S on/or before August 8, 2019 at 8:00 am** addressed to the DILG Shopping and Negotiated Procurement Committee (SNPC).  
 Non inclusion of Eligibility Documents inside the envelope will be ground for Disqualification.

<b>Warranty</b>	<b>Price Validity</b>
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.	