



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT		RFQ No. 2019-473
Name of Procuring Entity:	DILG	Date: August 7, 2018
Office/End User:	Office of Project Development Services (OPDS)	
Company Name		
Address		

RUSH

***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"> 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. | <ol style="list-style-type: none"> 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 100,000.00	 ELNORA A. VELASCO Chief, General Services Division
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	OPDS Annual Report CY 2018 Paper Size: 10x8 inches No. Of Pages: 60 Stocks: Inside pages (CS2 80) Cover: (CS2 120) Colors: 4/4 Cover and 4/4 Inside Lamination: Matte/Spot UV on Cover Binding: Perfect xxxxxxxxxxxxxxxxxxxxxxxxxxxx PR No. 2019-575 dated July 24, 2019 PUR: for official use of the OPDS <u>Date of Delivery: September 4, 2019</u> 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 representatives.	500	copies	200.00	

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WARRANTY	Price Validity
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.	
Ref. No. 6321210 Published Date: Aug. 9, 2019 Closing Date: Aug. 14, 2019	_____ Printed Name/Signature/Date
_____ Tel. No./Cellphone No.	



Rev. No.	Eff. Date	Page
01	2016-11-02	2 of 2

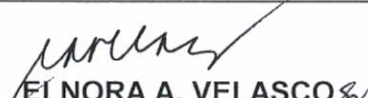
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	Other Instruction: * Please submit your quotation using our official Request for Quotation (RFQ) Form. You can secure a copy of the said RFQ to Procurement Section, General Services Division, Administrative Service, DILG. For ABC of more than 50,000.00, you can also download our RFQ at PhilGEPS and DILG Website. Please be guided for the Timeline of Activities *From the receipt of Purchase Order, Notice of Award and Notice to Proceed <table border="1" style="width: 100%;"> <thead> <tr> <th>ACTIVITY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Submission of Galley Proof</td> <td rowspan="3" style="text-align: center;">August 22-24, 2019</td> </tr> <tr> <td>Final Proof Read</td> </tr> <tr> <td>Final Editing</td> </tr> <tr> <td>Submission of Revised Galley Proof</td> <td style="text-align: center;">August 27, 2019</td> </tr> <tr> <td>Delivery of OPDS Annual Report CY 2018</td> <td style="text-align: center;">September 4, 2019</td> </tr> </tbody> </table> *Please submit your quotation/s in SEALED ENVELOPE/S on/or before August 14, 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.	ACTIVITY	DATE	Submission of Galley Proof	August 22-24, 2019	Final Proof Read	Final Editing	Submission of Revised Galley Proof	August 27, 2019	Delivery of OPDS Annual Report CY 2018	September 4, 2019				
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