



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

Name of Procuring Entity:	DILG	RFQ No.:	2020-078
Office/End User:	ACCOUNTING DIVISION, FMS	Date:	February 19, 2020
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 prejudice to other courses of action and reaches ten (10) percent of the amount of the contract, without remedies open to it.

APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 84,400.00

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

Item No.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Samsung Toner Cartridge for Samsung Xpress, MLT-D111S	19	piece	2,600.00	
2	HP 680 Black Original Ink Advantage Cartridge, supports HP Deskjet Ink Advantage 3835 All-In-One Printer, HP Deskjet Ink Advantage 4675, HP Deskjet Ink Advantage 3635, F6V27A	50	piece	500.00	
3	HP 680 Tricolor, Original Ink Advantage Cartridge, supports HP Deskjet Ink Advantage 3835 All-In-One Printer, HP Deskjet Ink Advantage 4675, HP Deskjet Ink Advantage 3635, F6V26A	20	piece	500.00	

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REF: PR No. 2020-188 dated February 14, 2020
 PUR: For official use of the Accounting Division, FMS

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 FY 2020/ Application for Renewal with Official Receipt and 2019 Business Permit (for those who do not have Business Permit for 2020 yet)
- PhilGEPS Registration No. (Please indicate on the space provided above)
- Accomplished and Notarized Omnibus Sworn Statement (must be project specific)
- 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 February 24, 2020 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.

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.	