



**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**

Name of Procuring Entity:	DILG	RFQ No.	2020-109
Office/End User:	National Barangay Operations Office (NBOO)		
Company Name:			
Address:			
Date:	March 3, 2020		

**\*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:**

- |  |  |
|--|--|
| <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 reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.</li> </ol> |
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PHP 272,618.79**

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

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	<b>Printing of Barangay Protection Order (BPO) Primer</b> <b>Specifications:</b> Stock: Inside - C2S 80 lbs.; Cover - C2S - 140 lbs. Size: Half of A4 (5.875 x 8.25 inches) Process: Offset Printing Colors: Full Colors Both Sides, all pages Binding: Saddle Stitching No. Of Pages: 36 Pages	2,621	piece	46.80	
2	<b>Printing of Barangay VAW Desk Handbook</b> <b>Specifications:</b> Stock: Cover - C2S - 180 lbs. Inside - Book Paper - 70 lbs. Size: Half of A4 (5.875 x 8.25 inches) Process: Offset Printing Colors: Full Colors Both Sides, all pages Binding: Perfect Binding No. Of Pages: 117 Pages  <b>DELIVERY DATE: APRIL 30, 2020</b> xx REF: PR No. 2020-228 dated February 21, 2020 PUR: For distribution to barangays.  <b>NOTE:</b> *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.	1,263	piece	118.73	

**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.



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- TERMS AND CONDITIONS:**
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  - 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 272,618.79**

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

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p><b>1. Valid Business Permit for 2020 (Application for Renewal with Official Receipt and 2019 Business Permit- for those who do not have Valid Business Permit yet)</b></p> <p><b>2. PhilGEPS Registration No. (Please indicate on the space provided above)</b></p> <p><b>3. Accomplished and Notarized Omnibus Sworn Statement</b></p> <p><b>4. Others:</b></p> <p>a. Any documents to prove that the signatory of the quotation is authorized representative of the company, or</p> <p>b. Photocopy of ID bearing the pictures/ signature of the representatives.</p> <p><b>*Please submit your quotation/s in SEALED ENVELOPE/S on/or before March 9, 2020 at 5:00 pm addressed to the DILG Shopping and Negotiated Procurement Committee (SNPC). Non inclusion of Eligibility Documents inside the envelope will be ground for Disqualification.</b></p>				

Page 2 of 2

<b>WARRANTY</b>	<b>Price Validity</b>
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 Printed Name/Signature/Date

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