



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

Name of Procuring Entity: **DILG** RFQ No. : **2020-216**

Office/End User: **PLANNING SERVICE** Date: **September 9, 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 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 96,980.00

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

TEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Chair, Jr. Executive, high back with molded armrest, lumbar support, gaslift, swivel 360 degrees rotation, reclining mechanism, black leatherette upholstery with thick high density foam cushion, nylon or chrome base	16	pc	4,705.00	
2	Mobile pedestal, steel with PVC top, with 2 side drawer and 1 filing drawer, with central lock, with center wheel and twin caster, powder coated finish, gauge 22, color: light gray or beige, Dimension: 40 (W) x 56(D) x 65 (H) cm xxx Reference No. PR No. 2020-356 dtd. September 07, 2020 PUR: for official use of Assistant Secretary for Plans and Programs	7	pc	3,100.00	
<p>NOTE:</p> <p>*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.</p> <ol style="list-style-type: none"> Valid Business Permit 2020 PhilGEPS Registration No. (Please indicate on the space provided above) Accomplished Notarized Omnibus Sworn Statement Others: <ol style="list-style-type: none"> 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 representative <p style="text-align: center;">page 1 of 2</p>					

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.: _____



Document Code		
FM-QP-AS-GSD-06-03		
01	11.02.16	1 of 1

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APPROVED BUDGET FOR THE CONTRACT (ABC): Php 96,980.00	 ELNORA A. VELASCO Chief, General Services Division
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***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 Php 50,000.00, you can also download our RFQ at PhilGEPS and DILG Website**

***Please submit your quotation/s together with Eligibility Documents ON OR BEFORE September 16, 2020, 12 noon to the DILG Shopping and Negotiated Procurement Committee (SNPC) through any of the following:**

- a. Email us at procurement.dilgcentral@gmail.com
- b. Fax/Telefax No. (8) 926-6256; or
- c. Deliver on-hand at the lobby area of DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Warranty		Price Validity	
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