



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT		RFQ No. : 2018-625
Name of Procuring Entity: DILG		Date: September 10, 2018
Office/End User: BLGS/CSO-PPPP		
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: 1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 6. 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.	7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 9. 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 90,000.00	 ELNORA A. VELASCO Chief, General Services Division

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT														
1	PROCUREMENT OF PRINTING SERVICES COMPENDIUM OF BEST PRACTICES Size: A4, 156 pages Color: Full color printing Cover: C2S 180, Matte Lamination with Spot UV Inside: Book Paper #120, Gloss, Offset Printing (Full High Definition) *CD ready TIMELINE OF ACTIVITIES: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Activity</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td>1. Printing of the First Lay-out</td> <td>September 27, 2018</td> </tr> <tr> <td>2. Proofreading of the First Lay-out</td> <td>September 28, 2018</td> </tr> <tr> <td>3. Editing</td> <td>October 1-3, 2018</td> </tr> <tr> <td>4. Presentation of Final Output</td> <td>October 5, 2018</td> </tr> <tr> <td>5. Printing of Compendium</td> <td>October 8-19, 2018</td> </tr> <tr> <td>6. Delivery of Compedium</td> <td>October 22, 2018</td> </tr> </tbody> </table>	Activity	Date	1. Printing of the First Lay-out	September 27, 2018	2. Proofreading of the First Lay-out	September 28, 2018	3. Editing	October 1-3, 2018	4. Presentation of Final Output	October 5, 2018	5. Printing of Compendium	October 8-19, 2018	6. Delivery of Compedium	October 22, 2018	100	copies	900.00	90,000.00
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xx REF: PR No. 2018-514 REF: for the official use of the CSO-PPPP Schedule of Prebid Conference: September 13, 2018, 1:30 in the afternoon 23rd floor BAC Secretariat Conference Room Prospective Supplier/s is/are encourage to participate and attend as the end user will present their requirements. <div style="text-align: right;">page 1 of 2</div>																			

Warranty	Price Validity
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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.

Reference No. 2018-625
 D. September 10, 2018
 D. September 12, 2018



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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p>NOTE: *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 PhilGEPS Registration No. (Please indicate on the space provided above) 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>*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</p> <p>*Please submit your quotation/s in SEALED ENVELOPE/S ON OR BEFORE September 19, 2018, 8:00 AM, addressed to the DILG Shopping and Small Value Procurement Committee (SSVPC) Non inclusion of eligibility documents inside the envelope will be a ground for disqualification</p>				

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