



MODE OF PROCUREMENT: SHOPPING

Name of Procuring Entity:	DILG	RFQ No. :	2020-287
Office/End User:	Various Offices	Date:	October 26, 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:

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

Php 229,619.30

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

Item No.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Toner Cart, HP CE310A, Black	15	cart	3,198.67	47,980.05
2	Toner Cart, HP CE311A, Cyan	10	cart	3,523.33	35,233.30
3	Toner Cart, HP CE312A, Yellow	10	cart	3,523.33	35,233.30
4	Toner Cart, HP CE313A, Magenta	10	cart	3,523.33	35,233.30
5	Toner Cart, HP CE320A, Black	5	cart	4,108.72	20,543.60
6	Toner Cart, HP CE321A, Cyan	5	cart	3,693.05	18,465.25
7	Toner Cart, HP CE322A, Yellow	5	cart	3,693.05	18,465.25
8	Toner Cart, HP CE323A, Magenta	5	cart	3,693.05	18,465.25
<p>REF: PR No. 2020-519 dtd 10/23/2020 For the official use of the following offices:</p> <p>5 cart. of Toner Cart, HP CE310A, Black *Charged to Budget Division, FMS Fund</p> <p>10 cart. of Toner Cart, HP CE310A, Black 10 cart. of Toner Cart, HP CE311A, Cyan 10 cart. of Toner Cart, HP CE312A, Yellow 10 cart. of Toner Cart, HP CE313A, Magenta *Charged to Management Division, FMS Fund</p> <p>5 cart. of Toner Cart, HP CE320A, Black 5 cart. of Toner Cart, HP CE321A, Cyan 5 cart. of Toner Cart, HP CE322A, Yellow 5 cart. of Toner Cart, HP CE323A, Magenta *Charged to BLGS-OD Fund</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		
Rev. No.	Eff. Date	Page
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[Signature]
ELNORA A. VELASCO
Chief, General Services Division

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	<p>Note:</p> <p>I. 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 for FY 2020 PhilGEPS Registration No. (Please indicate on the space provided above) Notarized and Accomplished OMnibus Sworn Statement (must be project specific) Others: <ol style="list-style-type: none"> Any documents to prove that the signatory of the quotation is authorized representative of the company, or eligibility requirements Photocopy of ID bearing the pictures/ signature of the representatives. <p>Other Instruction:</p> <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.</p> <p>*Please submit your quotation/s together with the Eligibility Documents on/or before November 3, 2020 at 5:00 PM addressed to the DILG Shopping and Negotiated Procurement Committee (SNPC) through any of the following:</p> <ol style="list-style-type: none"> Email us at procurement.dilgcentral@gmail.com Fax to TeleFax No. 8926-6256; or Deliver on hand at the lobby area of DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City. 				

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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.

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