



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE

REQUEST FOR QUOTATION

The **Bureau of Local Government Finance (BLGF)**, through its Special Bids and Awards Committee (SBAC), will undertake Request for Quotation (RFQ) as **Other Mode of Procurement in accordance with Items 2.10 and 2.11 of the ADB Procurement Regulations**.

In this regard, please quote your most **responsive bids** for the subject described under Annex "A", subject to the Terms and Conditions provided herein:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Please submit your quotation duly signed by you or your authorized representative on or before **12 May 2023, until the closing of office hours at 5:00 pm**, via email to **mb.delrosario@blgf.gov.ph**, **jv.almontejr@blgf.gov.ph** and **ir.ibardolaza@blgf.gov.ph**.

Moreover, this Bureau also requires the submission of the latest copies the following:

1. Business/Mayor's Permit;
2. PhilGEPS Registration Number; and
3. Income/Business Tax Return.

Quotations and other requirements submitted after the closing time shall not be accepted.

For any clarification, you may contact us via e-mail at **mm.baluyan@blgf.gov.ph**, **mb.delrosario@blgf.gov.ph**, **jv.almontejr@blgf.gov.ph** and **ir.ibardolaza@blgf.gov.ph**.


MELCY M. BALUYAN
Chief Administrative Division
Head, SBAC Secretariat

Date : _____

Name of Company	:	
	:	
Address	:	
	:	
Name of Store/Shop	:	
	:	
Address	:	
	:	
Tax Identification Number (TIN)	:	
	:	
PhilGEPS Registration Number	:	

INSTRUCTIONS :

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item	Unit	Quantity	Item Description		Unit Price (Vat Inclusive)	Total Amount (VAT Inclusive)
	Subs.	8	Subscription for Internet Service Provider (ISP)			
			Period Covered: <i>May – December 2023</i>			
			Location: <i>3rd Floor, Palacio Del Gobernador, Intramuros, Manila</i>			
			Specifications:			
			Bandwidth	<ul style="list-style-type: none"> • 70 Mbps Committed Information Rate • Dedicated Internet Connectivity via Fiber Optic • 29 IP Block • 1 GB Email Hosting Space • Free Domain Parking • Modem • MRTG Access • 24/7 Customer Tech Support 		
			Telephone	Five (5) Voice		
			Bundled	100 License Microsoft 365 Basic		
			Installation, Configuration			
			TOTAL:			

<p><u>SCHEDULE OF REQUIREMENTS</u></p> <p>Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.</p>	<p>Bidder's Statement of Compliance</p>
<p>Delivery days must be on the specified activity/schedule, subject to the receipt of the approved Purchase Order (PO)</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p>Five Hundred Sixty Thousand Pesos (Phpa560,000.00)</p>	In words : _____

	In figures : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The BLGF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BLGF shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. 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 BLGF shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.