Appendix 32

DILG IV-A Entity Name **DISBURSEMENT VOUCHER**	Fund Cluster : Date : DV No. :

Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)		
Payee	**Glyptic Art Enterprise**	TIN/Employee No.:	ORS/BURS No.:
Address	**169 Area 6 Luzon Avenue, Old Balara, Diliman, Q.C**		

Particulars	Responsibility Center	MFO/PAP	Amount
Payment for the procurement of Office Device to be used in the additional Conference Hall in the Regional Office Please see attachment/s: ORS/BURS PPMP/Approved Activity Design / Memo Brief Purchase Request RFQ/ Abstract of Canvass Purchase Order/Contract Billing Statement/ Invoice/ OR Attendance Sheet Inspection and Acceptance Report/Certification Requisition and Issue Slip Ledger Card ***in the amount of.....***			**29,900.00**
Amount Due			**29,900.00**

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

DR. CARINA S. CRUZ
Chief, FAD

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:

☐ Cash available
☐ Subject to Authority to Debit Account (when applicable)
☐ Supporting documents complete and amount claimed proper

Signature	
Printed Name	**AGNES S. SANGEL**
Position	OIC - Regional Accountant
Date	

D. Approved for Payment

Signature	
Printed Name	**ARIEL O. IGLESIA**
Position	Regional Director
Date	

E. Receipt of Payment

Check/ ADA No. :		Date :	Bank Name & Account Number:	JEV No.
Signature :		Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				

Appendix 11

OBLIGATION REQUEST AND STATUS

DILG IV-A
Entity Name

Serial No. : 02-101101-2020-10-1178
Date: 10/13/2020
Fund Cluster : 01-101

Payee	**Glyptic Art Enterprise**
Office	
Address	**169 Area 6 Luzon Avenue, Old Balara, Diliman, Q.C**

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
	To Obligate the payment for the provision of Office Device to be used in the additional Conference Hall in the Regional Office SR 2020-07-1194	10000010000 1000	5-02-03-990-00	**29,900.00**
	Total			**29,900.00**

A. **Certified:** Charges to appropriation/alloment are necessary, lawful and under my direct supervision;and supporting documents valid, proper and legal

Signature :
Printed Name: **DR. CARINA S. CRUZ**
Position : Chief, FAD
Date :

B. **Certified:** Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature :
Printed Name: **JORIELYN S. CUBIO**
Position : Budget Officer
Date :

C. **STATUS OF OBLIGATION**

Reference			Amount				
Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
			(a)	(b)	(c)		
10/13/20	PAYMENT FOR THE PROVISION OF OFFICE DEVICE	02-101101-2020 10-1178	29,900-00	29,900-00			

Appendix 61

PURCHASE ORDER
DILG IV-A
Entity Name

Supplier :	**Glyptic Art Enterprise**	P.O. No. :	2020-10-0161
Address :	**169 Area 6 Luzon Avenue, Old Balara, Diliman, Q.C**	Date :	**October 06, 2020**
TIN :		Mode of Procurement :	**Small Value Procurement**

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DILG IV A, Calamba City, Laguna
Date of Delivery : as per agreement

Delivery Term : 10 working days after reciept of P.O
Payment Term : as per agreement

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
S1727	piece	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	14,950.00	29,900.00
(Total Amount in Words) Twenty Nine Thousand Nine Hundred pesos only					**29,900.00**

In case of failure to make full delivery within time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposedon the undelivered item/s.

Coforme:

maria Eliza G. Eugenio
Signature over Printed Name of Supplier

Date

Very Truly Yours:

ARIEL O. IGLESIA
Signature over Printed Name of Authorized Official

Regional Director
Designation

Fund Cluster :
Fund Available :

AGNES S. SANGEL
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. :
Date of the ORS/BURS:
Amount :

DILG IV-A CALABARZON
COMMISSION ON AUDIT
RECEIVED
RECEIVED BY:
DATE: 10/04/2020

GLYPTIC ART ENTERPRISE

169 Area 6 Luzon Ave., Old Balara, Quezon City
Telefax: 456-67-18 • Tels: 998-5696 • 383-1831
DENNIS A. ABRILLO - Prop.
VAT REG. TIN No. 254-554-940-000

DELIVERY RECEIPT

№ 4634

DELIVERED TO: DILG IV-A CALABARZON

BUSINESS STYLE:

ADDRESS:

DATE: 10/26, 20 20

TERMS:

QTY.	UNIT	ARTICLES
2	pcs	ACRYLIC PODIUM
		38" HEIGHT X 10mm THICK CLEAR ACRYLIC MOUNTED ON TOP
		w/ ACRYLIC PRINT LOGO
		HEAD - 22 X 18 X 10mm THICK CLEAR ACRYLIC
		BASE - 20 X 16
		P.O. # 2020-10-0161

50 Bkts. (50x3) 2501-5000
BIR Authority to Print No. OCN3AU0001402759
Date Issued: 01-05-2017 • Valid Until: 01-04-2022
Printed By: ACM Printing Press
16 Luzon Ave., Holy Spirit, Diliman Q.C.
Tel. Nos. 430-8931 Cel. No.: 0922-4047676
Non-Vat Reg. TIN. 145-461-422-000

Printer's Accreditation No. 028MP20140000000031
Date Issued 03/20/2014

Received the above item in good order and condition.

By: _____
Cashier/Authorized Representative

"THIS DELIVERY RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM DATE OF ATP"

INSPECTION AND ACCEPTANCE REPORT

Entity Name : _DILG IV-A _____ **Fund Cluster :** _____

Supplier :	Glyptic Art Enterprise	IAR No. :	2020-224
PO No./Date :	2020-10-0161 / 2020-10-06	Date :	10/26/2020
Requisitioning Office/Dept. :		Invoice No. :	04634
Responsibility Center Code :		Date :	10/26/2020

Stock/ Property No.	*Description*	*Unit*	*Quantity*
S1727	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	piece	2

Date Inspected : 10-26-2020

☑ Inspected, verified and found in order as to quantity and specifications

CAMILLE T. RONQUILLO
Inspection Officer/Inspection Committee

Date Received : _____

☑ Complete

☐ Partial (pls. specify quantity)

BEZALEEL O. SOLTURA
Supply and/or Property Custodian

REQUISITION AND ISSUE SLIP

Entity Name : **DILG IV-A**

Fund Cluster : _____

Division : **FAD**

Office :

Responsibility Center Code :

RIS No. : **2020-0132**

Requisition				***Stock Available?***		***Issue***	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
S1727	piece	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	✓		2	

Purpose: Procurement of Office Device to be used in the additional Conference Hall in the Regional Office

	Requested by:	**Approved by:**	**Issued by:**	**Recieved by:**
Signature:				
Printed Name:	DR. CARINA S. CRUZ	ARIEL O. IGLESIA	BEZALEEL O. SOLTURA	CRISTEL MARIE L. FISCAL
Designation:	Chief, FAD	Regional Director	Chief, GSS	ADA IV, GSS
Date:				

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

ABSTRACT OF QUOTATIONS

For the quotation opened on October 05, 2020 at 03:00 pm

PR No.:	2020-09-0404	PR Date:	September 23, 2020	Mode of Procurement:	Small Value Procurement
RFQ No.:	2020-218	RFQ Date:	September 23, 2020	Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
ABC:	P29,900.00	Office:	FAD		

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ABC Per Item	Elicas Trading		Glyptic Art Enterprise		Livelo Trading	
					Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item
1	Acrylic Podium, 38 inches Height x 10 mm thi	2	piece	14,950.00	15,000.00	30,000.00	14,950.00	29,900.00	16,000.00	32,000.00
					GRANDTOTAL	30,000.00	GRANDTOTAL	29,900.00	GRANDTOTAL	32,000.00

Remarks:

Based on the above quotation of prices by the different dealers called for on the above articles, the Committee hereby recommends that the award be given to the dealer (s) which offered the lowest price(s), Which certify as fair and reasonable in the locality, as follows:

For Item(s) 1 to 1 to Glyptic Art Enterprise

MAYBELLINE M. MONTEIRO
SSVPC Member

JOYCE ARLA PEACH B. ESCALANTE
SSVPC Member

HANNAH GRACE P. SOLIS
Alternate SSVPC Member

Noted By:

BEZALEEL O. SOLTURA
SSVPC Head

Eligibility Requirements:

Note: In order to be eligible for this procurement, suppliers / service providers must submit together with the quotation / proposal the following eligibility requirements:

1. Valid Business Permit 2. Latest Income / Business Tax Return 3. PhilGEPS Registration No.

THIS DOCUMENTED INFORMATION IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

ABSTRACT OF QUOTATIONS

For the quotation opened on October 05, 2020 at 03:00 pm

PR No.:	2020-09-0404	PR Date:	September 23, 2020	Mode of Procurement:	Small Value Procurement
RFQ No.:	2020-218	RFQ Date:	September 23, 2020	Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
ABC:	P29,900.00	Office:	FAD		

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ABC Per Item	Elicas Trading		Glyptic Art Enterprise		Livelo Trading	
					Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item
1	Acrylic Podium, 38 inches Height x 10 mm thi	2	piece	14,950.00	15,000.00	30,000.00	14,950.00	29,900.00	16,000.00	32,000.00
					GRANDTOTAL	30,000.00	GRANDTOTAL	29,900.00	GRANDTOTAL	32,000.00

Remarks:

Based on the above quotation of prices by the different dealers called for on the above articles, the Committee hereby recommends that the award be given to the dealer (s) which offered the lowest price(s), Which certify as fair and reasonable in the locality, as follows:

For Item(s) 1 to 1 to Glyptic Art Enterprise

MAYBELLINE M. MONTEIRO
SSVPC Member

JOYCE ARLA PEACH B. ESCALANTE
SSVPC Member

HANNAH GRACE P. SOLIS
Alternate SSVPC Member

Noted By:

BEZALEEL O. SOLTURA
SSVPC Head

Eligibility Requirements:

Note: In order to be eligible for this procurement, suppliers / service providers must submit together with the quotation / proposal the following eligibility requirements:

1. Valid Business Permit 2. Latest Income / Business Tax Return 3. PhilGEPS Registration No.

THIS DOCUMENTED INFORMATION IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	1.01.17	1 of 1

ABSTRACT OF QUOTATIONS

For the quotation opened on October 05, 2020 at 03:00 pm

PR No.:	2020-09-0404	PR Date:	September 23, 2020	Mode of Procurement:	Small Value Procurement
RFQ No.:	2020-218	RFQ Date:	September 23, 2020	Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
ABC:	₱29,900.00	Office:	FAD		

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ABC Per Item	Elicas Trading		Glyptic Art Enterprise		Livelo Trading	
					Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item	Quoted Price Per Item	Total Price Per Item
1	Acrylic Podium, 38 inches Height x 10 mm thi	2	piece	14,950.00	15,000.00	30,000.00	14,950.00	29,900.00	16,000.00	32,000.00
					GRANDTOTAL	30,000.00	GRANDTOTAL	29,900.00	GRANDTOTAL	32,000.00

Remarks:

Based on the above quotation of prices by the different dealers called for on the above articles, the Committee hereby recommends that the award be given to the dealer (s) which offered the lowest price(s), Which certify as fair and reasonable in the locality, as follows:

For Item(s) 1 to 1 to Glyptic Art Enterprise

MAYBELLINE M. MONTEIRO
SSVPC Member

JOYCE ARLA PEACH B. ESCALANTE
SSVPC Member

HANNAH GRACE P. SOLIS
Alternate SSVPC Member

Noted By:

BEZALEEL O. SOLTURA
SSVPC Head

Eligibility Requirements:

Note: In order to be eligible for this procurement, suppliers / service providers must submit together with the quotation / proposal the following eligibility requirements:

1. Valid Business Permit 2. Latest Income / Business Tax Return 3. PhilGEPS Registration No.

THIS DOCUMENTED INFORMATION IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)
3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4745; 827-4560; 827-4587; 827-3143 7 827-4745
dilg4a.calabarzon@gmail.com ýwww.calabarzon.dilg.gov.ph

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

REQUEST FOR QUOTATION

Mode of Procurement: Small Value Procurement

RFQ Number :	2020-218
Date:	September 29, 2020

Office/End User:	FAD
Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
Company Name:	Livelo Trading
Address:	Brgy. Dayap, Calauan, Laguna
BIR Registration:	IR000094287
PhilGEPS Registration No.:	2017 189143

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 submissio
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/o 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 specifiactions 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 item(s) shall be delivered within 10 calendar days from receipt of Purchase Order (PO).
9. The DILG IV-A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 IV-A 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 29,900.00**

DR. CARINA S. CRUZ
Chairman, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UOM	ABC PER ITEM	OFFER						
					PRICE			COMPLIANCE WITH TECHNICAL SPECIFICATION (Please Check)		REMARKS	
					QTY	UNIT PRICE	TOTAL PRICE	YES	NO		
1	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	piece	14,950.00	2	16,000	32,000				

NOTE:

***In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation the following Eligibility Documents:**

1. **Valid Business Peromit 2020 (Application for renewal with Official Receipt 2020)**
2. **PhilGEPS Registration No. (Please indicate on the space provided above)**
3. **a. Any documents to prove that the signatory of the quotation is autorized representative of the company.**
   b. Photocopy of ID bearing the pictures/ signature of the representatives.

*** Please submit your quotation using our official Request for Quotation (RFQ) Form. You can secure a copy of the RFQ from the General Services and Supply Section, Finance and Administrative Division.**

***Please submit your quotation together with the Eligibility Documents through any of the following :**

a. Email us at dilg4a.bac@gmail.com

b. Deliver on hand at the receiving area of DILG IV-A CALABARZON, Andenson Bldg1. National Highway, Parian, Calamba City, Laguna

Warranty:		**Price Validity:**		**TOTAL**	32,000
SUPPLIER DETAILS					
After having carefully read and accepted your General Conditions, I / WE quote on the item(s) at prices noted above.					
Name:	Lenelyn L. Gutierrez				
Contact:	0956-2173948				
Signature		**Date:**			

ELICAS TRADING

32B Congressional Avenue, Magsaysay, Q.C.

02 October 2020

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT, REGION IV-A
3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna

Sir/Ma'am,

We are pleased to submit our quotation of your requirement for the "Office Device to be used in the additional Conference Hall in the Regional Office" under Sol. No. 2020-218".

Unit	Item Description	Unit Cost
Pc	Acrylic Podium 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	Php 15,000
TOTAL BID PRICE		

We hope that our quotation meets your kind approval.

Bienvenido Garrido
0917-5180551

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)
3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4745; 827-4560; 827-4587; 827-3143 7 827-4745
dilg4a.calabarzon@gmail.com ýwww.calabarzon.dilg.gov.ph

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

REQUEST FOR QUOTATION

Mode of Procurement: Small Value Procurement

RFQ Number:	2020-218
Date:	September 29, 2020

Office/End User:	FAD
Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
Company Name:	GLYPTIC ART ENTERPRISE
Address:	169 Area 6 Luzon Avenue, Matandang Balara, Quezon City
BIR Registration:	254-554-940-000
PhilGEPS Registration No.:	2009-53754

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 submissio
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/o 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 specifiactions 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 item(s) shall be delivered within 10 calendar days from receipt of Purchase Order (PO).
9. The DILG IV-A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 IV-A 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 29,900.00**	**DR. CARINA S. CRUZ** Chairman, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UOM	ABC PER ITEM	OFFER						
					PRICE			COMPLIANCE WITH TECHNICAL SPECIFICATION (Please Check)		REMARKS	
					QTY	UNIT PRICE	TOTAL PRICE	YES	NO		
1	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	piece	14,950.00	2	14,950.00	29,900.00	✓			

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT- REGIONAL OFFICE
4F Andenson Bldg. I. National Highway, Brgy. Parian, Calamba City, Laguna
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FY [2020]

Form 8. Trainings/Seminars/Activities

END USER/UNIT: *Finance and Administrative Division*
CHARGED TO GAA

Instruction. List the requested items and *indicate* its *"Technical Specifications" (Title of the Activity, Number of Participants, Live-in/Live Out, Date of the Activity, etc.).* Fill in the needed information for the following columns: Quantity/Size, Price per Item, Total Amount and Mode of Procurement.

General Service and Supply Section

CODE	NO.	GENERAL DESCRIPTION & TECHNICAL SPECIFICATIONS	QUANTITY/SIZE	ESTIMATED BUDGET		MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
				PRICE PER ITEM	TOTAL AMOUNT		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	8.1 Venue																	
	1	Procurement Summit	50	800.00	40,000.00	NP-Lease		50										
	2	QMS 1st Semester Coordination Meeting and Management Review Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	37	1,200.00	44,400.00	NP-Lease			37									
	3	QMS Capacity Development 1 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	37	1,200.00	44,400.00	NP-Lease					37							
	4	QMS 2nd Semester Coordination Meeting and Management Review Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	37	1,200.00	44,400.00	NP-Lease			37									
	5	QMS Capacity Development 2 Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	37	1,200.00	44,400.00	NP-Lease					37							
	8.2 Catering																	
	1	Meals for Report on Physical Count of Inventory (RPCI)	2	20,000.00	40,000.00	NP-SVP						1				1		
	2	HRMPSB Meeting	15	650.00	58,500.00	NP-SVP	1		1		1		1		1		1	
	3	Health Break: Embracing a Healthy Living Towards Employees' Well-Being	350	150.00	52,500.00	NP-SVP				1								
	4	Pre-retirement Seminar	46	650.00	29,900.00	NP-SVP										1		
	5	Training on the use of Procurement & Asset Management System for Regional Office AM Snacks, Lunch and PM Snacks	30	500.00	15,000.00	NP-SVP	30											
	6	Training on the Installation and Configuration of IP Phones Breakfast, AM Snacks, Lunch and PM Snacks for 2 days	30	1,300.00	39,000.00	NP-SVP	30											
	7	Training on Records Disposal AM Snacks, Lunch and PM Snacks	35	500.00	17,500.00	NP-SVP		35										
	8	Training on Financial and Administrative System AM Snacks, Lunch and PM Snacks	30	500.00	15,000.00	NP-SVP			30									
	9	Training on Personnel Management System AM Snacks, Lunch and PM Snacks	30	500.00	15,000.00	NP-SVP				30								
	10	Internal Quality Audit 1 AM Snacks, Lunch and PM Snacks	50	1,000.00	50,000.00	NP-SVP					50							
	11	Training on Recruitment Management System AM Snacks, Lunch and PM Snacks	30	500.00	15,000.00	NP-SVP							30					

NOTE:

***In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation the following Eligibility Documents:**

1. **Valid Business Peromit 2020 (Application for renewal with Official Receipt 2020)**
2. **PhilGEPS Registration No. (Please indicate on the space provided above)**
3. **a. Any documents to prove that the signatory of the quotation is autorized representative of the company.**
   b. Photocopy of ID bearing the pictures/ signature of the representatives.

*** Please submit your quotation using our official Request for Quotation (RFQ) Form. You can secure a copy of the RFQ from the General Services and Supply Section, Finance and Administrative Division.**

***Please submit your quotation together with the Eligibility Documents through any of the following :**

a. Email us at dilg4a.bac@gmail.com

b. Deliver on hand at the receiving area of DILG IV-A CALABARZON, Andenson Bldg1. National Highway, Parian, Calamba City, Laguna

Warranty:		**Price Validity:**	60 days	**TOTAL**	Php 29,900.00
SUPPLIER DETAILS					
After having carefully read and accepted your General Conditions, I / WE quote on the item(s) at prices noted above.					
Name:	Maria Eliza G. Eugenio				
Contact:	(02)8288-5382/ cp# 0923-7372637				
Signature		**Date:**	October 1, 2020		

Republic of the Philippines
Department of the Interior and Local Government
Region IV-A (CALABARZON)
3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4745; 827-4560; 827-4587; 827-3143 7 827-4745
dilg4a.calabarzon@gmail.com ýwww.calabarzon.dilg.gov.ph

Document Code		
FM-QP-R4A-FAD-GSS-24-06		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

REQUEST FOR QUOTATION

Mode of Procurement: Small Value Procurement

RFQ Number :	2020-218
Date:	September 29, 2020

Office/End User:	FAD
Purpose:	Office Device to be used in the additional Conference Hall in the Regional Office
Company Name:	
Address:	
BIR Registration:	
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 submissio
4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/o 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 specifiactions 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 item(s) shall be delivered within 10 calendar days from receipt of Purchase Order (PO).
9. The DILG IV-A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 IV-A 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 29,900.00**

DR. CARINA S. CRUZ
Chairman, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UOM	ABC PER ITEM	OFFER						
					PRICE			COMPLIANCE WITH TECHNICAL SPECIFICATION (Please Check)		REMARKS	
					QTY	UNIT PRICE	TOTAL PRICE	YES	NO		
1	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	piece	14,950.00							

NOTE:

***In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation the following Eligibility Documents:**

1. **Valid Business Peromit 2020 (Application for renewal with Official Receipt 2020)**
2. **PhilGEPS Registration No. (Please indicate on the space provided above)**
3. **a. Any documents to prove that the signatory of the quotation is autorized representative of the company.**
   b. Photocopy of ID bearing the pictures/ signature of the representatives.

*** Please submit your quotation using our official Request for Quotation (RFQ) Form. You can secure a copy of the RFQ from the General Services and Supply Section, Finance and Administrative Division.**

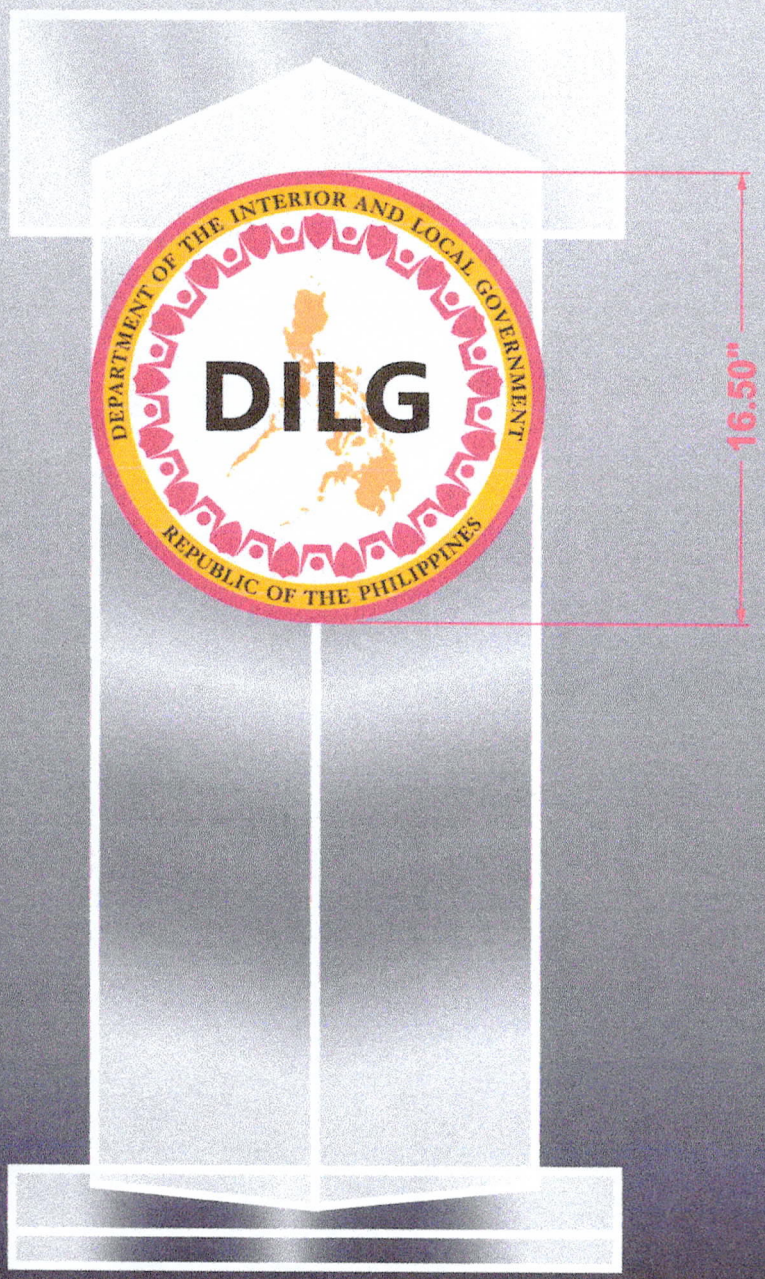
***Please submit your quotation together with the Eligibility Documents through any of the following :**

a. Email us at dilg4a.bac@gmail.com

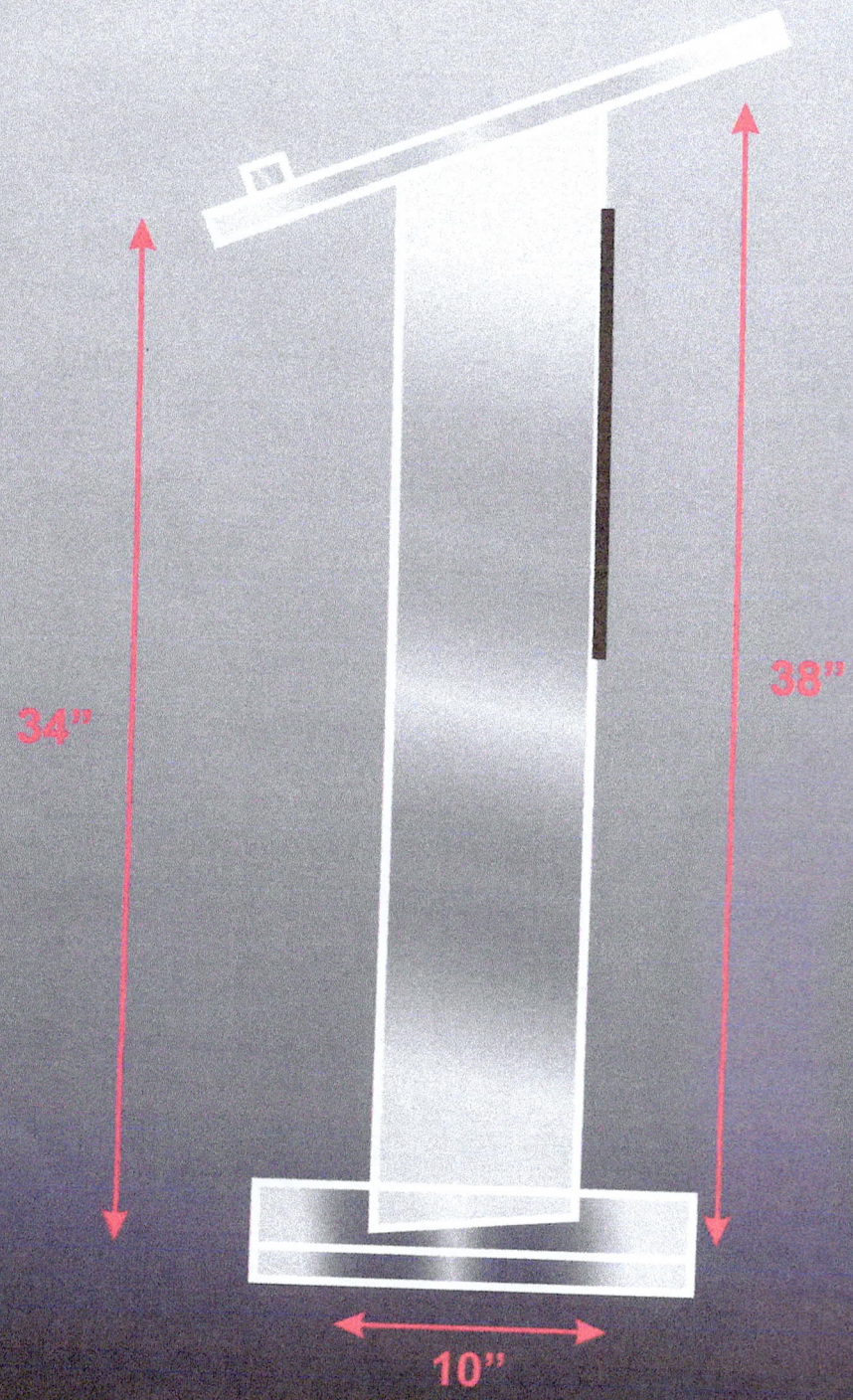
b. Deliver on hand at the receiving area of DILG IV-A CALABARZON, Andenson Bldg1. National Highway, Parian, Calamba City, Laguna

Warranty:		**Price Validity:**		**TOTAL**	
SUPPLIER DETAILS					
After having carefully read and accepted your General Conditions, I / WE quote on the item(s) at prices noted above.					
Name:					
Contact:					
Signature		**Date:**			

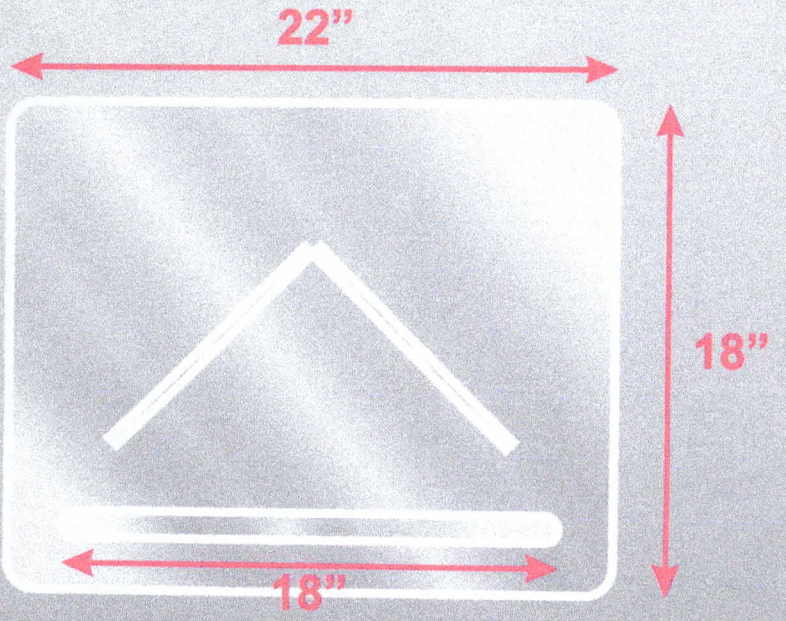
FRONT VIEW


DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG
REPUBLIC OF THE PHILIPPINES
16.50"

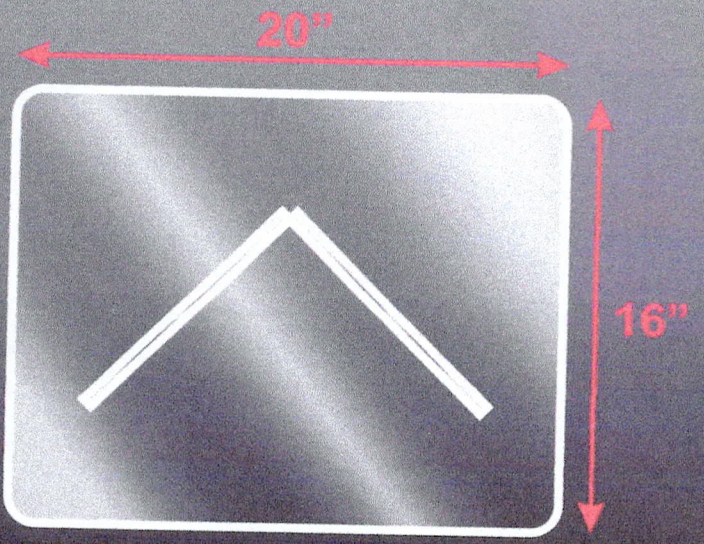
SIDE VIEW



TOP VIEW



BOTTOM VIEW



Republic of the philippines
Department of the Interior and Local Government
Region Office IV - A

BIDS AND AWARDS COMMITTEE
SHOPPING AND SMALL VALUE PROCUREMENT COMMITTEE

Glyptic Art Enterprise
Glyptic Art Enterprise
169 Area 6 Luzon Avenue, Old Balara, Diliman, Q.C

Dear Sir/Madam

May we invite you to submit your quotation for the following Request for Quotation (RFQ):

RFQ NO.	**2020-218**
Approved Budget for the Contract (ABC)	**29,900.00**
Purpose	**Office Device to be used in the additional Conference Hall in the Regional Office**
End User	**FAD**

For further inquiries, you may contact the BAC Secretariat Office at (049) 827-3143 or dilg4a.bac@gmail.com
Thank you.

Prepared by:

BEZALEEL O. SOLTURA
Head, BAC Secretariat

Noted by:

DR. CARINA S. CRUZ
Chairman, BAC

Received by:

_____
Glyptic Art Enterprise

Republic of the philippines
Department of the Interior and Local Government
Region Office IV - A

BIDS AND AWARDS COMMITTEE
SHOPPING AND SMALL VALUE PROCUREMENT COMMITTEE

Catherine A. Javier
Twis Trading
257 Barangay Sala City of Cabuyao, Laguna

Dear Sir/Madam

May we invite you to submit your quotation for the following Request for Quotation (RFQ):

RFQ NO.	**2020-218**
Approved Budget for the Contract (ABC)	**29,900.00**
Purpose	**Office Device to be used in the additional Conference Hall in the Regional Office**
End User	**FAD**

For further inquiries, you may contact the BAC Secretariat Office at (049) 827-3143 or dilg4a.bac@gmail.com
Thank you.

Prepared by:

BEZALEEL O. SOLTURA
Head, BAC Secretariat

Noted by:

DR. CARINA S. CRUZ
Chairman, BAC

Received by:

_____
Twis Trading

Republic of the philippines
Department of the Interior and Local Government
Region Office IV - A

BIDS AND AWARDS COMMITTEE
SHOPPING AND SMALL VALUE PROCUREMENT COMMITTEE

Ralco Commercial Trading
Ralco Commercial Trading
4 Cordillera St., Dona Aurora, Quezon City

Dear Sir/Madam

May we invite you to submit your quotation for the following Request for Quotation (RFQ):

RFQ NO.	**2020-218**
Approved Budget for the Contract (ABC)	**29,900.00**
Purpose	**Office Device to be used in the additional Conference Hall in the Regional Office**
End User	**FAD**

For further inquiries, you may contact the BAC Secretariat Office at (049) 827-3143 or dilg4a.bac@gmail.com
Thank you.

Prepared by:

BEZALEEL O. SOLTURA
Head, BAC Secretariat

Noted by:

DR. CARINA S. CRUZ
Chairman, BAC

Received by:

_____
Ralco Commercial Trading

PURCHASE REQUEST

Entity Name: **DILG IV-A** **Fund Cluster:**

Office/Section : **FAD**	**PR No.: 2020-09-0404** **Responsibility Center Code :**	**Date:**

Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
S1727	piece	Acrylic Podium, 38 inches Height x 10 mm thick clear acrylic mounted on top with acrylic print logo Head- 22 x 18 x 10mm thick clear acrylic Base- 20 x 16	2	14,950.00	29,900.00
				Total	**29,900.00**

Purpose: Office Device to be used in the additional Conference Hall in the Regional Office

	Requested by:	Approved by:
Signature :		
Printed Name :	**DR. CARINA S. CRUZ**	**ARIEL O. IGLESIA**
Designation :	Chief, FAD	Regional Director 2020-08-12

Republic of the Philippines
Department of the Interior and Local Government
Regional Office IV-A

MEMO BRIEF

FOR : ARIEL O. IGLESIA
Regional Director

SUBJECT : PROCUREMENT OF SUPPLIES FOR THE NEW CONFERENCE HALL

DATE : 26 AUGUST 2020

The newly established Conference Hall at the 4th Floor of the building certainly complimented the need of the Regional Office to responsive social distancing amidst fight against Covid-19. This will be the best venue for the conduct of face-to-face meetings and virtual activities that will still provide enough space for employees to distance from one another and ensure their safety, security and wellbeing.

With this new space, we will need to provide audio-video conferencing microphones, speakers, CCTV, Public Address (PA) system, conference tables, chairs, cabinets, blinds, signages, etc, chargeable to SR2020-08-1455, SR2020-07-1194 and Regular MOOE to wit:

Item	Description	Estimated Price
Audio Video Conferencing System	1 x Conference System Main Unit Control 1 x Amplifier 1 x Chairman's Unit 10 x Delegate's Unit 2 x Wall Mount Speaker	Php 125,000

3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4755; 827-4560; 827-4587; 827-3143 827-4745
dilgcalabarzon@yahoo.com www.calabarzon.dilg.gov.ph

Item	Description	Estimated Price
Additional CCTV Cameras	Supply and installation of additional four (4) CCTV Cameras for Conference Hall and LGCDD Movement of CCTV monitor in the GSS Section.	Php 30,000
Additional microphones and speakers for Public Address (PA) System	Supply and installation of additional two (2) speakers and two (2) paging microphones	Php 40,000
Conference Furniture	Supply of conference tables and chairs, cabinets, etc.	Php 242,800.00
Other Supplies	Flags with flagpoles, blinds, lights, etc. Signages: Tarpaulin (Backdrop) 7 x 9 ft and Sintra Boards for: * FAD & LGCDD 3.25 x 0.75 ft * DILG 6.5 x 1.75 ft * Sections 2 x 0.5 ft * RD, ARD 6 x 1.4 ft * Mission 2.29 x 1.58 ft * Vision 2.29 x 1.58 ft * Quality Policy 2.29 x 1.58 ft * RCA Leadership and Governance Hall 2 x 0.75 ft	Php 181,946.50

3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4755; 827-4560; 827-4587; 827-3143 827-4745
dilgcalabarzon@yahoo.com www.calabarzon.dilg.gov.ph

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

Attached are the Purchase Request and PPMP for your approval and signature.

Prepared by:

MAYBELLINE M. MONTEIRO
IT Officer I

Submitted by:

DR. CARINA S. CRUZ
Chief, FAD

Certified Funds Available by:

JORIELYN S. CUBIO
OIC-Budget Section 2020-08-12

Approved by:

ARIEL O. IGLESIA
Regional Director