



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

REQUEST FOR QUOTATION
 (RFQ No. SVP2020-09-012)

Name of Supplier:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

The Department of the Interior and Local Government Region XII (DILG-XII), through its Regional Bids and Awards Committee (RBAC), hereby invites all interested suppliers registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the item listed below, subject to the General Conditions stated herein, and submit their quotation duly signed by their representatives not later than 10:00 A.M., 09 - SEPTEMBER 2020 (WEDNESDAY):

NAME OF PROJECT : Consultancy Services on "Program for Newly-Elected Officials Implementation: Online Wellness Activity for Local Officials and RIATF Members

LOCATION / AREA OF DELIVERY : DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City

APPROVED BUDGET : Eighty Thousand Pesos (Php 80,000.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Output	Target Date	Total Cost
Consultancy Services	Topic on the Leadership in Difficult Times	September 24, 2020	Php 80,000.00
TOTAL AMOUNT:			Php 80,000.00

The total amount of the above item shall determine the most advantageous price for DILG-XII.

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SCOPE OF SERVICES

1. Under the supervision of the *DILG Regional Office's Local Government Capacity Development Division* the Service Provider will be required to:
 - a. To provide webinar program for seven hundred fifty (750) participants.
 - b. To have a Zoom account to be used during the activity.
 - c. Conduct question and answer activity to the participants.

REQUIRED QUALIFICATIONS

1. The Service Provider shall be able to do all tasks the service entails:
 - At least five (5) years of experience in leadership consultancy
 - Highly-technical expertise in business and economics
 - Excellent in leadership and communications
 - Motivational Speaker
2. The Service Provider shall be able to have a stable internet connection (at least 5 mbps) to avoid interruption.

OUTPUT/DELIVERABLES

1. To provide topics on Leadership Inspiration in Difficult Times
2. To provide an opportunity to DILG Personnel to learn and share techniques and strategies in demonstrating optimism during the pandemic.

MANAGEMENT ARRANGEMENTS AND COORDINATION MECHANISM

1. The Service Provider will be the resource person in the engagement.
2. The Service Provider will cater the questions of the participants for at least twenty (20) minutes.

DATA, MATERIALS, AND FACILITIES TO BE PROVIDED BY DILG

- a. The zoom account will be hosted by the DILG.
- b. The topics that will be used to accomplish the services stipulated above **shall be provided by the Service Provider.**

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SECURITY DECLARATION

1. The Service Provider shall be responsible for preserving the security and confidentiality of all classified matter which may be imparted or entrusted to him/her as a result of this endeavor.

BUDGET

1. The total budget for the services required in this TOR is Php **80,000.00**, which shall be charged against the FY 2020 Program for Newly-Elected Officials Implementation downloaded to the DILG Regional Office XII.
2. The allocated budget for the service includes the applicable taxes.
3. The allocated budget shall cover the Consultancy Fee of the Service Provider.

REMUNERATION

1. Service fee shall be paid as follows:
 - **100% final payment within two (2) weeks after the delivery of final Outputs/Deliverable from the DILG Regional Office**
2. Remuneration for the service shall cover expenses for the materials, software and other related costs that will be incurred in the conduct of all pre-production, production, and post-production activities.

WARRANTIES

1. The Service Provider shall hold the DILG Regional Office free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the Service Provider incident to or in connection with the services under this TOR.

LOCATION/AREA OF DELIVERY

DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City

LOCATION OF QUALIFIED BIDDERS

Bidders/Suppliers are within NCR and Region XII.

TERMS OF PAYMENT

The winning supplier shall be paid the contract amount in full upon submission of the final output and acceptance by the DILG-XII, subject to deduction of applicable taxes.

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OTHER CONDITIONS

Mode of payment to the winning supplier shall be made via Landbank's Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the supplier will bear the bank charges deducted from such transaction.


All quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation.

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ms. Aslamia Kumpo-Anggie** at telephone numbers (083) 228-1421 or (083) 228-7960 or email address at mail@region.dilg.gov.ph.

The DILG-XII reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous for the Government.

The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

Approved by:


MUSARAPHA A. ALIM, MPA
LGOO VII SM
Chairperson, DILG XII RBAC

03 SEPTEMBER 2020

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Please quote your best offers for the item(s) below. **Please submit your quotations not later than 10:00 A.M. 09-SEPTEMBER 2020**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Offered Quotation			
Item	A Offered Rate (Php)	B Item	Subtotal
Consultancy Services		1	
TOTAL OFFERED QUOTATION			

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

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Terms and Conditions

1. Any modifications in the service/s listed above during contract implementation must be approved by DILG-XII. The rate of each item shall not exceed the amount equal to the said service's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of items shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the 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 you or any of your duly authorized representative/s.
8. The charge for additional services shall be contained in an Amendment to Contract.
9. The DILG-XII shall have the right to inspect the output/s to confirm their conformity to the technical specifications.
10. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
11. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII 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.

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