



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. SVP2020-09-015)

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 10:00a.m., 09 SEPTEMBER 2020 (WEDNESDAY):

NAME OF PROJECT : OFFICE SUPPLIES INTENDED FOR THE CONDUCT OF DILG REGION XII MANAGEMENT OF CORONAVIRUS (COVID-19) SITUATION: IMPLEMENTATION OF THE RISK CONTROL APPROACH

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

APPROVED BUDGET : One Hundred Ninety Nine Thousand Three Hundred Five Pesos (Php 199,305.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

No.	Item	Unit	Quantity	Cost Estimate	Total Cost
1.	PVC, A4	box	8	Php 800.00/box	Php 6,400.00
2.	Laid paper, Canary Yellow, Legal size	pack	50	Php 95.00/pack	Php 4,750.00
3.	Laid paper, White, Legal size	pack	50	Php 95.00/pack	Php 4,750.00
4.	Sticker paper, Cleared, legal size	pack	50	Php 85.00/pack	Php 4,250.00

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5.	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	50	Php 25.00/box	Php 1,250.00
6.	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	50	Php 33.00/box	Php 1,650.00
7.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	50	Php 68.00/box	Php 3,400.00
8.	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	50	Php 120.00/box	Php 6,000.00
9.	CORRECTION TAPE, film base type, UL 6m min	piece	50	Php 19.50/piece	Php 975.00
10.	MARKER, whiteboard, black, felt tip, bullet type	piece	15	Php 95.00/piece	Php 1,425.00
11.	MARKER, whiteboard, blue, felt tip, bullet type	piece	15	Php 95.00/ piece	Php 1,425.00
12.	MARKER, whiteboard, red, felt tip, bullet type	piece	15	Php 95.00/ piece	Php 1,425.00
13.	MARKER, PERMANENT, bullet type, black	piece	15	Php 65.00/ piece	Php 975.00
14.	MARKER, PERMANENT, bullet type, blue	piece	15	Php 65.00/ piece	Php 975.00
15.	MARKER, PERMANENT, bullet type, red	piece	15	Php 65.00/ piece	Php 975.00
16.	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	30	Php 138.00/box	Php 4,140.00
17.	RUBBER BAND, 70mm min lay flat length (#18)	box	20	Php 227.00/box	Php 4,540.00
18.	Uni-ball GEL IMPACT RT 1.0 mm (blue)	box	50	Php 1,440.00/ piece	Php 72,000.00
19.	Uni-ball GEL IMPACT RT 1.0 mm (black)	Box	50	Php 1,440.00/ piece	Php 72,000.00
20.	Uni-ball sign refill 1.0 mm (blue)	piece	50	Php 60.00/piece	Php 3,000.00
21.	Uni-ball sign refill 1.0 mm (black)	piece	50	Php 60.00/ piece	Php 3,000.00
				TOTAL AMOUNT:	Php 199,305.00

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

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TERMS OF REFERENCE:

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

2. LOCATION OF QUALIFIED BIDDERS

Bidders/Suppliers are WITHIN SOUTH COTABATO PROVINCE.

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid materials must be made not later than FIFTEEN (15) days including Saturdays, Sundays and holidays from receipt of Notice to Proceed.

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.

4. TERMS OF PAYMENT

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

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.

5. WARRANTY FOR DEFECTS

Upon delivery, the DILG-XII reserves the right to inspect the items and to return any defective items/goods which shall be replaced or remedied by the supplier within a period of seven (7) days from notice.

6. OTHER CONDITIONS

* To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity

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For further inquiries or clarifications, you may contact Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.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, MRA
LG00 VII
Chairperson, DILG XII RBAC

_____ 2020 

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Offered Quotation				
No.	Item	A Offered Rate (Php)	B Quantity	Subtotal
1.	PVC, A4		8 boxes	
2.	Laid paper, Canary Yellow, Legal size		50 packs	
3.	Laid paper, White, Legal size		50 packs	
4.	Sticker paper, Cleared, legal size		50 pack	
5.	CLIP, BACKFOLD, all metal, clamping: 19mm (1mm)		50 boxes	
6.	CLIP, BACKFOLD, all metal, clamping: 25mm (1mm)		50 boxes	
7.	CLIP, BACKFOLD, all metal, clamping: 32mm (1mm)		50 boxes	
8.	CLIP, BACKFOLD, all metal, clamping: 50mm (1mm)		50 boxes	
9.	CORRECTION TAPE, film base type, UL 6m min		50 pieces	
10.	MARKER, whiteboard, black, felt tip, bullet type		15 pieces	
11.	MARKER, whiteboard, blue, felt tip, bullet type		15 pieces	
12.	MARKER, whiteboard, red, felt tip, bullet type		15 piece	
13.	MARKER, PERMANENT, bullet type, black		15 pieces	
14.	MARKER, PERMANENT, bullet type, blue		15 pieces	
15.	MARKER, PERMANENT, bullet type, red		15 pieces	

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16.	PENCIL, lead, w/ eraser, wood cased, hardness: HB		30 boxes	
17.	RUBBER BAND, 70mm min lay flat length (#18)		20 boxes	
18.	Uni-ball GEL IMPACT RT 1.0 mm (blue)		50 boxes	
19.	Uni-ball GEL IMPACT RT 1.0 mm (black)		50 boxes	
20.	Uni-ball signpen refill 1.0 mm (blue)		50 pieces	
21.	Uni-ball signpen refill 1.0 mm (black)		50 pieces	
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 item/s listed above during contract implementation must be approved by DILG-XII. The rate of each item/s shall not exceed the amount equal to the said item's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of item/s 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 the proprietor or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The DILG-XII shall have the right to inspect and/or to test the goods 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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