



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. SIP2020-09-029)

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., 30 SEPTEMBER 2020 (WEDNESDAY):

NAME OF PROJECT : PROCUREMENT OF ICT SUPPLIES/MATERIAL FOR THE DOCUMENTATION OF DILG XII ACTIVITIES.

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

APPROVED BUDGET : Fifty Thousand Pesos Only (Php 50,000.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Tripod	1	3,500.00/pc	3,500.00
Backdrop Green	1	3,000.00/pc	3,000.00

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We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



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Adjustable Muslin Background Backdrop Stand	1	3,000.00/pc	3,000.00
Wearable Pin Microphone	1	3,500.00/pc	3,500.00
Camera Stabilizer	1	15,000.00/unit	15,000.00
Fluorescent Studio Lamp	2	5,000.00/pc	10,000.00
Camera Tray	1	12,000.00/unit	12,000.00
TOTAL AMOUNT:			Php 50,000.00

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

1. Tripod

Specifications:

Independent Pan and Tilt Controls 3-Stage Aluminum Tripod Integrated Leveling Platform Smartphone Compatible 4.7 to 5.2 ft Max Height Three Adjustable Leg Angles Spiked or Rubber Feet

2. Backdrop Green

Specifications: Seamless Muslin Background Cloth 300cm x 600cm

3. Adjustable Muslin Background Backdrop Stand

Specifications:

Professional Aluminum Alloy Construction Solid Safety 3 Legs Stages / Holds Canvas, Muslin, or Paper Height Min: 3.5ft Max: 8.5ft Width Min: 4.5ft Max: 10ft

4. Wearable Pin Microphone

Specifications:

Omnidirection Condenser Lavalier Mic 3.5mm Jack Plug Wide Compatibility

5. Camera Stabilizer

Specifications:

3-Axis Gimbal Handheld for DSLR Mirrorless Cameras Supports up to 3.6kg camera capacity Up to 12 hours of battery life SmoothTrack and Sport Mode easy-to-control Focus Wheel Camera Settings Control Automated Smart and Creative Features

6. Fluorescent Studio Lamp

Specifications: Ring Light 5500K with Stand

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7. **Camera Tray**

Specification: Max depth from the center of gravity on the camera base plate: 98 mm,
Max height measured from top of the camera base plate: 150 mm, Max width: 205 mm

TERMS OF REFERENCE:

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

2. LOCATION OF QUALIFIED BIDDERS

Bidders/Suppliers are exclusively within Koronadal City only.

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid materials must be made not later than forty five (45) calendar 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.

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 fifteen (15) days from notice. The warranty period is one (1) year from the date of delivery.

6. OTHER CONDITIONS

Mode of payment to the winning supplier shall be made via Landbank's Advice to Debit Account (ADA). If supplier is non-holder 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.

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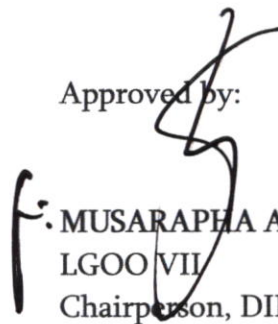
All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries or clarifications, you may contact Ms. Merriam D. Sarmiento and Mr. Alexis G. Bullanday 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:


F. MUSARAPHA A. ALIM, MPA
LG00 VII
Chairperson, DILG XII RBAC

_____ 2020



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Offered Quotation			
Item	A Offered Rate (Php)	B Quantity	Subtotal
Tripod		1 pc	
Backdrop Green		1 pc	
Adjustable Muslin Background Backdrop Stand		1 pc	
Wearable Pin Microphone		1 pc	
Camera Stabilizer		1 unit	
Fluorescent Studio Lamp		2 pcs	
Camera Tray		1 unit	
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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