



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
**(RFQ No.2018-04-022)**

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 Bids and Awards Committee, 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 **08:00a.m., 20 April 2018 (Monday)**:

**NAME OF PROJECT** : **Lease Purchase of Facilities and Equipment of LGCDD for the Packaging, Printing and Reproduction of the RPRAT End of Program Report**

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

**APPROVED BUDGET** : **One Hundred Twenty-nine Thousand Pesos Only (Php 129,000.00)**

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*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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**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Printer	2	Php 16,000.00/each	Php32,000.00
Feeder Scanner	1	Php 45,000.00/each	Php45,000.00
Compact Wireless Desktop Scanner	2	Php 26,000.00/each	Php52,000.00
<b>TOTAL AMOUNT:</b>			<b>Php 129,000.00</b>

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

**1. Printer**

**SPECIFICATIONS**

- ✓ Function: Print, Scan, Copy, Fax, PC Fax
- ✓ Fast print speeds up to 27/10 ppm (mono/colour) in Fast Mode
- ✓ Up to 11/6ppm (mono-colour) based on ISO/IEC 24734
- ✓ With unattended copying and scanning with 20-sheet ADF
- ✓ Power Consumption: Copying Mode: Approx. 16W / AC 100-240 V

**4. Feeder Scanner**

**SPECIFICATIONS**

- ✓ High speed 2-sided scanning up to 30ppm
- ✓ 50-sheet Automatic Document Feeder
- ✓ Achieve optimum performance with TWAIN, WIA, ICA, SANE drivers
- ✓ High resolution scanning up to 1,200 dpi
- ✓ Scan direct to USB mass storage device for PC-free scanning
- ✓ Professional software suite included
- ✓ Grayscale Bit Depth: 16-bit input/8-bit output

**8. Compact Wireless Desktop Scanner**

**SPECIFICATIONS**

- ✓ Scan speed up to 18ppm (mono & color)
- ✓ Wireless connectivity
- ✓ Achieve optimum performance with TWAIN, WIA, ICA, SANE drivers
- ✓ Scan to mobile, cloud, and USB flash memory

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- ✓ Compact space-saving design
- ✓ 6.8 cm color Touchscreen LCD

**TERMS OF REFERENCE:**

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

2. **LOCATION OF QUALIFIED BIDDERS**

Bidders/Suppliers are exclusively within SOCCSKSARGEN only.

3. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than eleven (11) 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**

Terms of Lease/Purchase (3 Months period)

- 10% Downpayment of the total ABC
- Lease period: May – July 2018 (1 month advance, 1 month deposit)
- Full delivery upon issuance of Approved Purchase Order.

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**

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.

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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. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ian Jon S. Clemente** at telephone numbers **(083)228-1421** or **(083) 228-7960** or **(083) 877-2971** or email address at **dilg\_ro12@yahoo.com**.

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.

 **RILIMIN H. SANDOVAL**  
LG00 VII / Chief, LGCDD  
Chairperson, DILG XII BAC

24 April 2018

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Please quote your best offers for the item(s) below. **Please submit your quotations not later than 08:00 a.m.,** \_\_\_\_\_ .The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Lease Purchase of Facilities and Equipment of LGCDD for the <b>Packaging, Printing and Reproduction of the RPRAT End of Program Report</b>	Php 129,000.00
<b>TOTAL AMOUNT</b>	<b>Php129,000.00</b>

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal (Php)
Printer		2	
Feeder Scanner		1	
Compact Wireless Desktop Scanner		2	
<b>TOTAL OFFERED QUOTATION</b>			

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date Accomplished**

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**Terms and Conditions**

1. Any modifications during the contract implementation must be approved by DILG-XII. The rate of the item shall not exceed the amount equal to the said item's published rate of this RFQ; **provided**, that the resulting total cost of the 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 item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for additional persons shall be contained in an Amendment to Contract.
11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. 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.
13. 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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