



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. 2018-09-089 )**

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 **10:00a.m., 01 OCTOBER 2018 ( MONDAY )**:

**NAME OF PROJECT** : Collaterals for the Regional Roll-out of Federalism Speakers Bureau Training

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

**APPROVED BUDGET** : one hundred nineteen thousand and five hundred pesos (Php 119, 500.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Polo Shirts	115	Php 500.00/each	<b>Php 57, 500.00</b>
Federalism Fans	1100	Php 20.00/each	<b>Php 22, 000.00</b>

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Brochures	2000	Php 20.00/each	Php 40, 000.00
<b>TOTAL AMOUNT:</b>			<b>Php 119, 500.00</b>

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

**1. POLO SHIRTS**

**SPECIFICATIONS**

- ✓ Number of pieces: 115 pcs
- ✓ Size: 25 pcs small; 25 pcs medium; 25 pcs large; 25 extra-large; and 15 xxl
- ✓ Color: white
- ✓ Material: with DILG logo; rubberized print of design (Pederalismo logo at the front and Federalism Speakers Bureau at the back)

**2. FEDERALISM FANS**

**SPECIFICATIONS**

- ✓ Number of pieces: 1100 pcs
- ✓ Color: white
- ✓ Material: with Pederalismo logo

**3. BROCHURES**

**SPECIFICATIONS**

- ✓ Number of pieces: 2000 pcs
- ✓ Size: A4 Size, folded into three
- ✓ Color: Colored (front and back)
- ✓ No. of Pages: 2 (front and back)
- ✓ Finish: Glossy

**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 REGION XII.

**3. TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than **08 October 2018** (7) days including Saturdays, Sundays and holidays from receipt of Notice to Proceed.

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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 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.

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. Anne Joy D. Toledo-Sanchez** at telephone numbers (083)228-1421 or (083) 228-7960 or email address at [dilg\\_ro12@yahoo.com](mailto: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.

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Noted by

  
**ANNE JOY T. SANCHEZ**  
 RPO-Federalism

Approved by:

  
**RILIMIN H. SANDOVAL**  
 LGOO VII  
 Chairperson, DILG XII RBAC

26 SEPTEMBER 2018

Please quote your best offers for the item(s) below. Please submit your quotations not later than 10:00 a.m., 01 OCTOBER 2018 (MONDAY). The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Collaterals for Federalism Speakers Bureau	119,500.00
<b>TOTAL AMOUNT</b>	<b>Php 119,500.00</b>

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
Polo Shirts		115	
Federalism Fans		1100	
Brochures		2000	
<b>TOTAL OFFERED QUOTATION</b>			

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**Signature over Printed Name**

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**Telephone or Mobile Number**

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**Email Address**

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**Date Accomplished**

**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.

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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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