



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

"Matino, Mahusay at Maasaban"
 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. 2018-09-090)

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 : Supplies 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 : Sixty-Seven Thousand Seven Hundred Fifty Pesos Only (Php 67, 750.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
A4 size Bond Paper	5 reams	Php150.00/each	Php 750.00
Ballpoint pen	120 pcs	Php30.00/each	Php 3,600.00

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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Ballpoint pen	120 pcs	Php30.00/each	Php 3,600.00
Notebooks	100 pcs	Php30.00/each	Php 3,000.00
ID card case	100 pcs	Php20.00/each	Php 2,000.00
Envelope	100 pcs	Php10.00/each	Php 1,000.00
Frames	6 pcs	Php200.00/each	Php 1,200.00
Laid paper	15 packs of 10s	Php80.00/each	Php 1,200.00
16 gb flask drive	110 pcs	Php500.00/each	Php 55,000.00
TOTAL AMOUNT:			Php 67,750.00

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

1. BOND PAPER

SPECIFICATIONS

- ✓ Number of reams: 5 reams
- ✓ Size: A4 size

2. Ballpoint Pens

SPECIFICATIONS

- ✓ Number of pieces: 120 pcs
- ✓ Color: black

3. NOTEBOOKS

SPECIFICATIONS

- ✓ Number of pieces: 100 pcs
- ✓ Color: plain assorted colors
- ✓ No. of leaves: 80-100 lvs.

4. ID Card Case

SPECIFICATIONS

- ✓ Number of pieces: 100 pcs
- ✓ Size: 5" x 4"
- ✓ Material: Plastic, Transparent

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5. ENVELOPE

SPECIFICATIONS

- ✓ Number of pieces: 100 pcs
- ✓ Size: legal size
- ✓ Color: Brown
- ✓ Finish: Smooth

6. LAI D PAPER

SPECIFICATIONS

- ✓ Number of packs: 15 packs of 10s
- ✓ Size: A4 size
- ✓ Color: cream or white
- ✓ Finish: slightly rough

7. USB Flash drives

SPECIFICATIONS

- ✓ Number of pieces: 110 pcs
- ✓ Color: white or black
- ✓ Capacity: 16 Gigabyte

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 _____ (____) 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.

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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**.

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.

Noted by:


 ANNE JOY D. SANCHEZ
 RPO-Federalism

Approved by:


 RILIMIN H. SANDOVAL
 LGOO VII
 Chairperson, DILG XII RBAC

26 SEPTEMBER 2018

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.

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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., _____ 2018 (_____).** The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Materials for the Regional Roll-out of Federalism Speakers Bureau Training	67,750.00
TOTAL AMOUNT	Php 67,750.00

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
A4 size Bond Paper		5 reams	
Ballpoint pen		120 pcs	
Notebooks		100 pcs	
ID card case		100 pcs	
Envelope		100 pcs	
Frames		6 pcs	
Laid paper		15 packs of 10s	
16 gb flask drive		110 pcs	
TOTAL OFFERED QUOTATION			

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Signature over Printed Name

Telephone or Mobile Number

Email Address

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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