



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

"Matino, Mahosay 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

REGIONAL BIDS AND AWARDS COMMITTEE (RBAC)

REQUEST FOR QUOTATION (RFQ)
(RFQ No. 2019- DI - 007)

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., 28 DECEMBER 2019 (FRIDAY)**:

NAME OF PROJECT : 1ST AND 2ND QUARTERS REGULAR OFFICE SUPPLIES FOR DILG REGIONAL OFFICE XII, KORONADAL CITY FOR CY 2019

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

APPROVED BUDGET : Two Hundred Thirty Nine Thousand Four Hundred Twenty Pesos (Php 239,420.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

No.	Item	Quantity	Cost Estimate	Total Cost
1.	ARCHFILE BINDER with side clip, legal	100 pcs	Php 250.00/each	Php 25,000.00
2.	BALLPEN, black	100 pcs	Php 15.00/each	Php 1,500.00
3.	BALLPEN, blue	100 pcs	Php 15.00/each	Php 1,500.00

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4.	BATTERY, dry cell, AA	25 packs	Php 50.00/each	Php 1,250.00
5.	BATTERY, dry cell, AAA	25 packs	Php 50.00/each	Php 1,250.00
6.	BATTERY, 9V	50 pcs	Php 250.00/each	Php 12,500.00
7.	CARBON FILM, blue and Black	50 boxes	Php 300.00/each	Php 15,000.00
8.	CARTOLINA, assorted colors	10 pcs	Php 22.00/each	Php 220.00
9.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	100 pads	Php 40.00/each	Php 4,000.00
10.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	100 pads	Php 45.00/each	Php 4,500.00
11.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	100 pads	Php 65.00/each	Php 6,500.00
12.	PAPER, PARCHMENT, size: 210 x 297mm	50 packs	Php 100.00/each	Php 5,000.00
13.	TAPE, Electrical, 18mm x 16 mm min	2 rolls	Php 25.00/each	Php 50.00
14.	RULER, plastic, 12"	10 pcs	Php 25.00/each	Php 250.00
15.	CLIP, BACKFOLD, all metal, clamping, 19mm	50 boxes	Php 15.00/each	Php 750.00
16.	CLIP, BACKFOLD, all metal, clamping, 25mm	16 boxes	Php 25.00/each	Php 400.00
17.	CLIP, BACKFOLD, all metal, clamping, 32mm	16 boxes	Php 35.00/each	Php 560.00
18.	CLIP, BACKFOLD, all metal, clamping, 50mm	16 boxes	Php 50.00/each	Php 800.00
19.	CORRECTION TAPE, 5mm x 8m	200 pcs	Php 35.00/each	Php 7,000.00
20.	DATA FILE BOX, made of chipboard, with closed ends	20 pcs	Php 80.00/each	Php 1,600.00

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21.	DATA FILE FOLDER, made of chipboard, taglia lock	250 pcs	Php 85.00/each	Php 21,250.00
22.	ENVELOPE, DOCUMENTARY, A4 size	1 box	Php 480.00/each	Php 480.00
23.	ENVELOPE, DOCUMENTARY, legal size	2 boxes	Php 550.00/each	Php 1,100.00
24.	ENVELOPE, EXPANDING, legal size	10 boxes	Php 800.00/each	Php 8,000.00
25.	ENVELOPE, EXPANDING, Plastic, 0.50mm thickness min	24 pcs	Php 45.00/each	Php 1,080.00
26.	ENVELOPE, MAILING, white	2 boxes	Php 360.00/each	Php 720.00
27.	ERASER, FELT for whiteboard	10 pcs	Php 30.00/each	Php 300.00
28.	FASTENER, metal	50 boxes	Php 85.00/each	Php 4,250.00
29.	FILE ORGANIZER, expanding, plastic, 12 pockets	5 pcs	Php 80.00/each	Php 400.00
30.	FOLDER, fancy for legal size documents	2 bundles	Php 350.00/each	Php 700.00
31.	FOLDER, TAGBOARD, for A4 size documents	16 packs	Php 250.00/each	Php 4,000.00
32.	FOLDER, TAGBOARD, for legal size documents	16 packs	Php 450.00/each	Php 7,200.00
33.	INDEX TAB, self-adhesive, transparent	5 boxes	Php 60.00/each	Php 300.00
34.	MAGAZINE FILE BOX, large size: made of chip board	30 pcs	Php 50.00/each	Php 1,500.00
35.	MARKER, FLOURESCENT (Orange, Pink and Neon)	50 pcs	Php 45.00/each	Php 2,250.00
36.	MARKER, Whiteboard (Black), felt tip, bullet type	50 pcs	Php 65.00/each	Php 3,250.00
37.	MARKER, Whiteboard (Blue), felt tip, bullet type	50 pcs	Php 65.00/each	Php 3,250.00

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38.	MARKER, Whiteboard (Red), felt tip, bullet type	20 pcs	Php 65.00/each	Php 1,300.00
39.	MARKER, Permanent (Black), bullet type	50 pcs	Php 65.00/each	Php 3,250.00
40.	MARKER, Permanent (Red), bullet type	50 pcs	Php 65.00/each	Php 3,250.00
41.	PENCIL, lead w/ eraser	25 boxes	Php 65.00/each	Php 1,625.00
42.	RUBBER BAND, 70mm lay flat length (# 18)	10 boxes	Php 145.00/each	Php 1,450.00
43.	STAMP PAD, FELT	10 pcs	Php 45.00/each	Php 450.00
44.	CUTTER BLADE, for heavy duty cutter	15 pcs	Php 15.00/each	Php 225.00
45.	DATING AND STAMPING MACHINE, heavy duty	1 pc	Php 650.00/each	Php 650.00
46.	PENCIL SHARPENER, manual, single cutter head	8 pcs	Php 285.00/each	Php 2,280.00
47.	SCISSORS, symmetrical blade, length: 65mm min	10 pcs	Php 85.00/each	Php 850.00
48.	STAPLER, STANDARD with remover	5 pcs	Php 500.00/each	Php 2,500.00
49.	PAPER SHREDER, cutting width: 3mm-4mm (Entry-level)	2 units	Php 6,500.00/each	Php 13,000.00
50.	CLEARBOOK, 20 transparent pockets for A4 size	24 pcs	Php 60.00/each	Php 1,440.00
51.	CLEARBOOK, 20 transparent pockets for legal size	24 pcs	Php 60.00/each	Php 1,440.00
52.	SIGNPEN, BLACK, liquid gel, 1.0mm	50 pcs	Php 85.00/each	Php 4,250.00
53.	SIGNPEN, BLUE, liquid gel, 1.0mm	50 pcs	Php 85.00/each	Php 4,250.00
54.	SIGNPEN, GREEN	50 pcs	Php 30.00/each	Php 1,500.00

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55.	SIGNPEN,RED	30 pcs	Php 30.00/each	Php 900.00
56.	PVC cover, legal	8 boxes	Php 950.00/each	Php 7,600.00
57.	PVC cover, A4	5 boxes	Php 800.00/each	Php 4,000.00
58.	Photopaper, legal size	30 packs	Php 285.00/each	Php 8,550.00
59.	Laid paper, Canary yellow, legal size	50 packs	Php 250.00/each	Php 12,500.00
60.	Laid paper, White, legal size	50 packs	Php 250.00/each	Php 12,500.00
TOTAL AMOUNT:				Php 239,420.00

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

TERMS OF REFERENCE:

- LOCATION/AREA OF DELIVERY:** DILG XII Prime Regional Government Center, Carpenter Hill, Koronadal City
- LOCATION OF QUALIFIED BIDDERS**
Bidders/Suppliers are within Region XI and XII.
- TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than February 4, 2019 (31) 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.

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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 **Mr. Allamen Tom S. Pangilamen** 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.

Approved by:

RILIMIN H. SANDOVAL
 LGOO VII
 Chairperson, DILG XII RBAC

21 December 2018

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

Summary of Approved Budget	
Procurement Project	Total ABC
1 ST AND 2 ND QUARTER REGULAR OFFICE SUPPLIES FOR DILG REGIONAL OFFICE XII, KORONADAL CITY FOR CY 2019	Php 239,420.00
TOTAL AMOUNT	Php 239,420.00

Offered Quotation				
	Item	A Offered Rate (Php)	B Quantity	Subtotal
1.	ARCHFILE BINDER with side clip, legal		100 pcs	
2.	BALLPEN, black		100 pcs	
3.	BALLPEN, blue		100 pcs	
4.	BATTERY, dry cell, AA		25 packs	
5.	BATTERY, dry cell, AAA		25 packs	
6.	BATTERY, 9V		50 pcs	
7.	CARBON FILM, blue and Black		50 boxes	
8.	CARTOLINA, assorted colors		10 pcs	
9.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		100 pads	
10.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		100 pads	
11.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		100 pads	

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12.	PAPER, PARCHMENT, size: 210 x 297mm		50 packs	
13.	TAPE, Electrical, 18mm x 16 mm min		2 rolls	
14.	RULER, plastic, 12"		10 pcs	
15.	CLIP, BACKFOLD, all metal, clamping, 19mm		50 boxes	
16.	CLIP, BACKFOLD, all metal, clamping, 25mm		16 boxes	
17.	CLIP, BACKFOLD, all metal, clamping, 32mm		16 boxes	
18.	CLIP, BACKFOLD, all metal, clamping, 50mm		16 boxes	
19.	CORRECTION TAPE, 5mm x 8m		200 pcs	
20.	DATA FILE BOX, made of chipboard, with closed ends		20 pcs	
21.	DATA FILE FOLDER, made of chipboard, taglia lock		250 pcs	
22.	ENVELOPE, DOCUMENTARY, A4 size		1 box	
23.	ENVELOPE, DOCUMENTARY, legal size		2 boxes	
24.	ENVELOPE, EXPANDING, legal size		10 boxes	
25.	ENVELOPE, EXPANDING, Plastic, 0.50mm thickness min		24 pcs	
26.	ENVELOPE, MAILING, white		2 boxes	
27.	ERASER, FELT for whiteboard		10 pcs	
28.	FASTENER, metal		50 boxes	
29.	FILE ORGANIZER, expanding, plastic, 12 pockets		5 pcs	

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30.	FOLDER, fancy for legal size documents		2 bundles	
31.	FOLDER, TAGBOARD, for A4 size documents		16 packs	
32.	FOLDER, TAGBOARD, for legal size documents		16 packs	
33.	INDEX TAB, self-adhesive, transparent		5 boxes	
34.	MAGAZINE FILE BOX, large size: made of chip board		30 pcs	
35.	MARKER, FLOURESCENT (Orange, Pink and Neon)		50 pcs	
36.	MARKER, Whiteboard (Black), felt tip, bullet type		50 pcs	
37.	MARKER, Whiteboard (Blue), felt tip, bullet type		50 pcs	
38.	MARKER, Whiteboard (Red), felt tip, bullet type		20 pcs	
39.	MARKER, Permanent (Black), bullet type		50 pcs	
40.	MARKER, Permanent (Red), bullet type		50 pcs	
41.	PENCIL, lead w/ eraser		25 boxes	
42.	RUBBER BAND, 70mm lay flat length (# 18)		10 boxes	
43.	STAMP PAD, FELT		10 pcs	
44.	CUTTER BLADE, for heavy duty cutter		15 pcs	
45.	DATING AND STAMPING MACHINE, heavy duty		1 pc	
46.	PENCIL SHARPENER, manual, single cutter head		8 pcs	
47.	SCISSORS, symmetrical blade, length: 65mm min		10 pcs	

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48.	STAPLER, STANDARD with remover		5 pcs	
49.	PAPER SHREDER, cutting width: 3mm-4mm (Entry-level)		2 units	
50.	CLEARBOOK, 20 transparent pockets for A4 size		24 pcs	
51.	CLEARBOOK, 20 transparent pockets for legal size		24 pcs	
52.	SIGNPEN, BLACK, liquid gel, 1.0mm		50 pcs	
53.	SIGNPEN, BLUE, liquid gel, 1.0mm		50 pcs	
54.	SIGNPEN, GREEN		50 pcs	
55.	SIGNPEN,RED		30 pcs	
56.	PVC cover, legal		8 boxes	
57.	PVC cover, A4		5 boxes	
58.	Photopaper, legal size		30 packs	
59.	Laid paper, Canary yellow, legal size		50 packs	
60.	Laid paper, White, legal size		50 packs	
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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