



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. SVP2020-10-033)

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., October 12, 2020 (Monday)**:

NAME OF PROJECT : PRODUCTION AND DISTRIBUTION OF CORE AND DISIPLINA MUNA IEC MATERIALS

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

APPROVED BUDGET : Two Hundred Forty Eight Thousand And Three Hundred Pesos Only
(Php 248,300.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
POLO SHIRT WITH COLLAR AND DM LOGO	80	Php 400.00/each	Php 32,000.00

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 and administrative assistance 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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CAPS	500	Php 100.00/each	Php 50,000.00
VESTS	30	Php 1,500.00/each	Php 45,000.00
BAGS	125	Php 400.00/each	Php 50,000.00
MUGS	300	Php 100.00/each	Php 30,000.00
FLYERS	500	Php 25.00/each	Php 12,500.00
TARPAULIN	60	Php 480.00/each	Php 28,800.00
TOTAL AMOUNT:			Php 248,300.00

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

1. POLO SHIRTS

SPECIFICATIONS

- ✓ Number of pieces: 80 pcs
- ✓ Size: 15 pcs small; 15 pcs medium; 30 pcs large; 15 extra-large; and 5 xxl
- ✓ Color: white
- ✓ Material: with Disiplina Muna logo (IN FRONT)

2. VEST

SPECIFICATIONS

- ✓ Number of pieces: 30 pcs
- ✓ Color: brown
- ✓ Material: with embroidered logos of Lupad Dose and DILG (patches) in front and "DILG" at the back.

3. CAPS

SPECIFICATIONS

- ✓ Number of pieces: 500 pcs
- ✓ Color: white
- ✓ Material: with rubberized Disiplina Muna logo; round cap
- ✓ Size: adjustable

4. BAGS

SPECIFICATIONS

- ✓ Number of pieces: 125 pcs
- ✓ Color: BLACK

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- ✓ Material: with rubberized CORE and DILG logos;
- ✓ Size: L14" X H12" X W5"

5. MUGS

SPECIFICATIONS

- ✓ Number of pieces: 300 pcs
- ✓ Color: white
- ✓ Material: with CORE and DILG Logo
- ✓ Size: 5 inches tall and 3 inches in diameter

6. FLYERS

SPECIFICATIONS

- ✓ Number of pieces: 500 pcs
- ✓ Color: COLORED FRONT AND BACK
- ✓ Size: A5

7. TARPAULIN

SPECIFICATIONS

- ✓ Number of pieces: 60 pcs
- ✓ Color: COLORED
- ✓ Size: 4 FEET X 6 FEET

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 nationwide.

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid IEC Materials must be made not later than October 30, 2020 (Friday) including Saturdays, Sundays and holidays from the 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.

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.

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.



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For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil** 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:


MUSARAPHA A. ALIM, MPA
 LGOO VII
 Chairperson, DILG XII RBAC 

_____ 2020

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Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
POLO SHIRT WITH COLLAR AND DM LOGO		80 pcs	
CAPS		500 pcs	
VESTS		30 pcs	
BAGS		125 pcs	
MUGS		300 pcs	
FLYERS		500 pcs	
TARPAULIN		60 pcs	
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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