



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. 2020- 11- 057 )

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., 13 NOVEMBER 2020 ( FRIDAY ):

NAME OF PROJECT : SUPPLIES INTENDED FOR THE CONDUCT OF PROGRAM FOR NEWLY-ELECTED OFFICIALS (NEO) IMPLEMENTATION

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

APPROVED BUDGET : Six Hundred Six Three Thousand Five Hundred Fifty Pesos (Php 677,550.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Unit	Number of Pieces	Cost Estimate	Total Cost
PVC COVER (A4)	REAMS	20	Php 750.00/reams	Php 15,000.00
PVC COVER (LEGAL)	REAMS	20	Php 850.00/reams	Php 17,000.00
TONER-2280	TONER	20	Php 4,250.00/each	Php 85,000.00
LASER JET 85A	TONER	20	Php 3,950.00/each	Php 79,000.00

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*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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INK T664 (COLOR)	SET	50	Php 1,140.00/set	Php 57,000.00
INK T664 (BLACK)	SET	50	Php 1,140.00/set	Php 57,000.00
INK 001 (BLACK)	SET	50	Php 1,140.00/set	Php 57,000.00
INK 001 (COLOR)	SET	50	Php 1,140.00/set	Php 4,395.00
UNIBALL SIGN PEN (BLACK)	BOX	25	Php 1,764.00/box	Php 44,100.00
UNIBALL SIGN PEN (BLUE)	BOX	25	Php 1,764.00/box	Php 44,100.00
LAI D PAPER, CANARY YELLOW	PACK	50	Php 132.00/pack	Php 6,600.00
PHOTO PAPER (A4)	PACK	50	Php 155.00/pack	Php 7,750.00
PERMANENT MARKER (BLACK)	BOX	25	Php 780.00/box	Php19,500.00
PERMANENT MARKER (BLUE)	BOX	25	Php 780.00/box	Php19,500.00
ARCH FILE (LEGAL) BLUE	pieces	400	Php 280.00/each	Php 122,000.00
<b>TOTAL AMOUNT:</b>				<b>Php 677,550.00</b>

*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 XII.
- TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than **NOVEMBER 30, 2020 (MONDAY)** 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 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.*

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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.

**6. OTHER CONDITIONS**


\* To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity .....

For further inquiries or clarifications, you may contact Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. /Ms. 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  
LG00 VII  
Chairperson, DILG XII RBAC

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2020

No.	Item	Offered Quotation		Subtotal
		A Offered Rate (Php)	B Number of Pieces	
1.	PVC COVER (A4)		20 REAMS	
2.	PVC COVER (LEGAL)		20 REAMS	
3.	TONER-2280		20 TONERS	
4.	LASER JET 85A		20 TONERS	
5.	INK T664 (COLOR)		50 BOTTLES	
6.	INK T664 (BLACK)		50 BOTTLES	
7.	INK 001 (BLACK)		50 BOTTLES	
8.	INK 001 (COLOR)		50 BOTTLES	
9.	UNIBALL SIGN PEN (BLACK)		25 BOXES	
10.	UNIBALL SIGN PEN (BLUE)		25 BOXES	
11.	LAIID PAPER, CANARY YELLOW		50 PACKS	
12.	PHOTO PAPER (A4)		50 PACKS	
13.	PERMANENT MARKER (BLACK)		25 BOXES	
14.	PERMANENT MARKER (BLUE)		25 BOXES	
15.	ARCH FILE (LEGAL) BLUE		400 PIECES	
<b>TOTAL OFFERED QUOTATION</b>				

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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.
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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