



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- 059)

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 : IEC Materials for SALINTUBIG Program

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

APPROVED BUDGET : One Hundred Sixty Six Thousand Nine Hundred pesos
(Php 166,900.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Poster	240	Php 95.00/each	Php 22,800.00

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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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Booklet	10	Php 350.00/each	Php 3,500.00
Desk Calendar	240	Php 300.00/each	Php 72,000.00
Planner	120	Php 400.00/each	Php 48,000.00
Mug	120	Php 120.00/each	Php 14,400.00
Imprint design for planner cover	124	Php 50.00/each	Php 6,200.00
TOTAL AMOUNT:			Php166,900.00

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

1. **Poster**

SPECIFICATIONS

- ✓ Number of copies: 240
- ✓ Size: 18inx24in
- ✓ Color: full color printing, matte printing, 170gsm, poster paper
- ✓ No. of Pages: 1

2. **Booklet**

SPECIFICATIONS

- ✓ Number of pcs: 10
- ✓ Pages: 24
- ✓ Size: 5.84 in x 8.247 in
- ✓ Cover: 300gsm CS2
- ✓ Inside page: 100gsm CS2
- ✓ Colors: 4/4 Cover, 4/4 Inside
- ✓ Binding: Perfect

3. **Desk Calendar**

SPECIFICATIONS

- ✓ Number of pcs: 240
- ✓ Finish: Wire O Bound with A stand
- ✓ Paper: 300gsm Imported Art Card
- ✓ Color: 4/4 all pages
- ✓ Page: Matte

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4. Planner

SPECIFICATIONS

- ✓ Size: 18 cm x 24.5 cm
- ✓ Cover: Leatherette
- ✓ Inside: Book 50 lbs, 2 sides printing, full color

5. Mug

SPECIFICATIONS

- ✓ Customized Mug (Printed)

6. Imprint design for planner cover

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 KORONADAL CITY

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid materials must be made not later than November 30, 2020 (14) 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.

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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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 Engr. Herminia S. Ontoy 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

2020

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Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
Poster		240	
Booklet		10	
Desk Calendar		240	
Planner		120	
Mug		120	
Imprint design for planner cover		124	
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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