



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- 11-005)

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., 18 NOVEMBER 2020 (WEDNESDAY)**:

- NAME OF PROJECT** : Procurement of Other Office Supplies chargeable to Conditional Matching Grant to Provinces (CMGP)
- LOCATION / AREA OF DELIVERY** : DILG XII Regional Office, Regional Government Center, Carpenter Hill, Koronadal City
- APPROVED BUDGET** : Seventy Three Thousand Five Hundred Eighty Pesos Only (Php73,580.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Archive Folder (blue)	150	<u>Php190.00/piece</u>	<u>Php28,500.00</u>
Adapter (heavy duty)	5	<u>Php70.00/piece</u>	<u>Php350.00</u>
PVC Cover, Long	1	<u>Php850.00/box</u>	<u>Php850.00</u>

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 **inter**vention, 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).**



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

PVC Cover, A4	1	<u>Php780.00/box</u>	<u>Php780.00</u>
Scotch Tape 1"	6	<u>Php30.00/roll</u>	<u>Php180.00</u>
Bond Paper, Long	6	<u>Php300.00/ream</u>	<u>Php1,800.00</u>
Bond Paper, A4	6	<u>Php250.00/ream</u>	<u>Php1,500.00</u>
Printer	3	<u>Php10,000.00/unit</u>	<u>Php30,000.00</u>
Staple Wire Remover (Heavy Duty)	5	<u>Php100.00/piece</u>	<u>Php500.00</u>
Ink 003, Epson (black)	6	<u>Php320.00/bottle</u>	<u>Php1,920.00</u>
Ink 003, Epson (cyan)	4	<u>Php600.00/bottle</u>	<u>Php2,400.00</u>
Ink 003, Epson (magenta)	4	<u>Php600.00/bottle</u>	<u>Php2,400.00</u>
Ink 003, Epson (yellow)	4	<u>Php600.00/bottle</u>	<u>Php2,400.00</u>
TOTAL AMOUNT:			<u>Php73,580.00</u>

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

SPECIFICATIONS

- Archive Folder, Long (blue)
- Adapter (heavy duty)
- PVC Cover, 217mm x 331mm (Long)
- PVC Cover, 210mm x 297mm (A4)
- Scotch Tape 1"
- Bond Paper, Substance 20 (Long)
- Bond Paper, Substance 20 (A4)
- Printer

All-in-One Function: Print, Scan, Copy

Ink Technology: Dye Ink

Printing Speed: 15 pages/min colour, 33pages/min monochrome

Scan: Maximum of A4 size

Output Tray Capacity: 30 Sheets

Loading Tray Capacity: 100 Sheets

Power Supply: 220v, 240v

*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).***



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

- Staple Wire Remover (heavy duty)
- Ink 003, Epson (black)
- Ink 003, Epson (cyan)
- Ink 003, Epson (magenta)
- Ink 003, Epson (yellow)

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 exclusive within Region 12 only

3. **TIMELINE/SCHEDULE OF DELIVERY**

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

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.

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).



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

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.


.....

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

28 OCTOBER 2020



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).



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

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
Archive Folder (blue)		150	
Adapter (heavy duty)		5	
PVC Cover, Long		1	
PVC Cover, A4		1	
Scotch Tape 1"		6	
Bond Paper, Long		6	
Bond Paper, A4		6	
Printer		3	
Staple Wire Remover (heavy duty)		5	
Ink 003, Epson (black)		6	

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).



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

Ink 003, Epson (cyan)		4	
Ink 003, Epson (magenta)		4	
Ink 003, Epson (yellow)		4	
TOTAL OFFERED QUOTATION			

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

*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).***



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

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.

*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).***