



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Document Code
FM-QP-DILG-AS-RO-10-07

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MODE OF PROCUREMENT:	NP-53.9 - Small Value Procurement	RFQ No. :	<i>Sup</i> 2021-01-002
Name of Procuring Entity:	DILG REGION XII	Date:	<i>13 January</i> 2022
Office/End User:	FAD-GSS		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			
*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:


TERMS AND CONDITIONS:


- | | |
|--|--|
| <ol style="list-style-type: none"> Bidders shall provide correct and accurate information required in this form. Bidders may quote for any or all items. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. | <ol style="list-style-type: none"> Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission. |
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APPROVED BUDGET FOR THE CONTRACT (ABC):
PHP 734,400.00

LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
					YES	NO	
1	Procurement of Janitorial Services intended for the DILG Regional Office XII covering the period from January 1, 2022 to December 31, 2022	6	Utility Workers		[]	[]	
	Period Covered: January 1, 2022 to December 31, 2022				[]	[]	
	Number of Utility Worker: 6				[]	[]	
	Time Rendered: 8hr shift per day				[]	[]	
	GENERAL CONDITIONS:						
	1. UTILITY WORKER QUALIFICATIONS						
	- With good moral character and reputation, well-trained, hardworking and without criminal or police record;				[]	[]	
	- Physically and mentally fit				[]	[]	
	- Requires minimal supervision in maintaining cleanliness and orderliness of assigned areas;				[]	[]	
	- With at least 1 year experience in rendering janitorial and allied services to a government office.				[]	[]	
	2. AGENCY QUALIFICATIONS						
	- With sufficient capitalization				[]	[]	
	- Provide training/briefing/orientation to all Utility Workers;				[]	[]	
	- Can provide on the spot replacement of Utility Workers;				[]	[]	
	- Exercise supervision, discipline, control and administration;				[]	[]	
	- Has an existing housekeeping plan utilization.				[]	[]	
	3. TIMELINE / SCHEDULE OF DELIVERY						
	- The winning Manpower Agency shall ensure and deliver the services of six (6) Utility Workers who meet the minimum qualification.				[]	[]	
	- The Utility Workers shall render to the DILG-XII an eight (8) hour daily service from Mondays to Fridays, including non-working holidays, Saturdays and Sundays as need arises.				[]	[]	
	- The agency shall ensure that a replacement utility worker be deployed immediately in case of changes or modifications to the duty of its assigned Utility Workers.				[]	[]	

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Office/End User:	FAD-GSS				
Company Name (TO BE FILLED OUT BY SUPPLIER):					
Address (TO BE FILLED OUT BY SUPPLIER)					
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4. DURATION OF CONTRACT					
The DILG XII shall enter into a contract with the Manpower Agency which shall submit the lowest calculated and responsive offer. The contract for the six (6) Utility Workers shall cover the month of January 1, 2022 to December 31, 2022				[]	[]
5. TERMS OF PAYMENT					
For and in consideration of the services rendered by the winning Manpower Agency, the DILG-XII shall pay the contract amount every month.				[]	[]
6. OTHER CONDITIONS					
- Mode of payment to the winning Manpower Agency shall be made via Landbank's Advice to Debit Account (ADA). If the supplier is a non-holder of Landbank Account, ADA shall be made to other participating banks provided that the winning supplier shall bear the bank charges deducted from such transaction.				[]	[]
- All proposals/quotations shall be considered fixed prices and not subject to price escalation during contract implementation except in compliance to existing labor laws, social legislation or wage orders issued by appropriate and competent government agencies.				[]	[]
- For further inquiries or clarifications, you may contact Mr. Mek Eros A. Barbecho at telephone number (083) 228-7960 or email address at dilgro12rbacsecretariat@gmail.com				[]	[]
- The DILG-XII reserves the right to reject any or all proposals/quotations/bids, to waive any minor defects therein, to annul the bidding process, to reject all proposals/quotations/bids at any time prior to contract award, without hereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government.				[]	[]
- The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Proposal/Quotation/Bid.				[]	[]
OFFERED RATE PROPOSAL:				Php _____	

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Name of Procuring Entity:		DILG REGION XII		Date:	15 January 2022
Office/End User:		FAD-GSS			
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***** NOTHING FOLLOWS *****					
Note:					
*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:					
Annual Income Tax Return (ITR) FY. 2021 (for those who do not have Business Permit for FY 2022 yet)				[]	[]
Certificate of Business Name Registration from DTI (Updated)				[]	[]
Tax Clearance Certificate from BIR (Updated)				[]	[]
Business/ Payor's Permit (Updated)				[]	[]
Accomplished and Notarized Omnibus Sworn Statement				[]	[]
Certificate of PhilGEPS Registration				[]	[]
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on or before <u>JAN. 21, 2022</u> at exactly <u>10:00AM</u> at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City					
Warranty		Price Validity			
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.					
_____ Printed Name/Signature/Date					
_____ Tel. No./Cellphone No.					