



DILG		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		
Rev. No.	Eff. Date	Page						
00	06.15.21	of						
MODE OF PROCUREMENT:		Negotiated Procurement- Small Value Procurement (SVP)		RFQ No. :		SVP 2022-02-019		
Name of Procuring Entity:		DILG REGION XII		Date:		18 FEBRUARY 2022		
Office/End User:		ORD-PDMU						
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:								
1. Bidders shall provide correct and accurate information required in this form.				6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).				
2. Bidders may quote for any or all items.				7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.				
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.				8. 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.				
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.				9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.				
5. 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.								
APPROVED BUDGET FOR THE CONTRACT (ABC):								
PHP 20,000.00				LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson				
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
						YES	NO	
	SUPPLIES FOR IMPLEMENTATION OF LGSF-SBDP CUM CONDUCT OF PDMU REGULAR AND SPECIAL MEETINGS FOR FY 2022 (MARCH TO DECEMBER)							
	ITEM/S		SPECIFICATIONS					
1	Bond Paper	10	ream			[]	[]	
2	Epson 003 Ink	6	bottle			[]	[]	
3	Epson 003 Ink	6	bottle			[]	[]	
4	Epson 003 Ink	6	bottle			[]	[]	
5	Epson 003 Ink	6	bottle			[]	[]	
6	Notebook	50	pcs			[]	[]	
7	Sign Pen 0.5 and 0.7	50	pcs			[]	[]	
8	Laid Paper	10	packs			[]	[]	
9	Sticker Paper	20	packs			[]	[]	
	Bidding is open to all qualified bidders					[]	[]	
	Other Requirements:							
	<i>*The delivery of the supplies/materials must be made not later than 15 calendar days after the issuance of Notice to Proceed.</i>					[]	[]	
***** NOTHING FOLLOWS *****								
OFFERED RATE PROPOSAL:								
Note:								

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 20,000.00			 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson		
*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. 2020 (for those who do not have Business Permit for 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/before <u>FEB. 23, 2022</u> at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City					
For further inquiries or clarifications, you may contact _____ & Ms. Cheezza Mirasol at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com.					
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.					