



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**

Date: 20 February 2018

RFQ No.: 2018-02-010

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 Bids and Awards Committee, 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., 23 February 2018 (Friday)**:

- NAME OF PROJECT** : Lease purchase of IT Equipment for the use of Records Section, Finance and Administrative Division (FAD).
- LOCATION / AREA OF DELIVERY** : DILG XII Regional Office, Regional Government Center, Carpenter Hill, Koronadal City
- APPROVED BUDGET** : One Hundred Twenty Seven Thousand Eight Hundred Pesos  
(Php 127,800.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
DESK TOP COMPUTER	1	Php80,000.00/each	<b>Php80,000.00</b>
ALL-IN-ONE PRINTER	1	Php9,600.00/each	<b>Php9,600.00</b>

*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 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).*



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UNINTERRUPTIBLE POWER SUPPLY (UPS)	2	Php3,600.00	Php7,200.00
EXTERNAL DRIVE, 1 TB	2	Php5,000.00	Php10,000.00
PHOTOCOPIER	1	Php21,000.00	Php21,000.00
<b>TOTAL AMOUNT:</b>			<b>Php127,800.00</b>

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

**1. DESK TOP COMPUTER**

**SPECIFICATIONS**

- ✓ Processor – 7<sup>th</sup> Generation Intel @Core™ i7-7700 (8MB Cache, up to 3.60 GHz)
- ✓ Memory – 16RG DDR4 at 2400MHz
- ✓ Hard Drive – 1TB GB 7200 + 128GB SSD
- ✓ ODD Tray Load DVD Drive
- ✓ OS Windows 10 Home (64bit) Single Language English
- ✓ Wired keyboard
- ✓ Wired mouse

**2. ALL-IN-ONE PRINTER**

**SPECIFICATIONS**

- ✓ Copy-Scan-Print
- ✓ Continuous Ink Cartridge

**3. UNINTERRUPTIBLE POWER SUPPLY (UPS)**

**SPECIFICATIONS**

- ✓ 650 VA
- ✓ Up to 5 min. runtime
- ✓ 390W, 12VDC,220V,60Hz
- ✓ 3 Outlets
- ✓ Optimal AVR Technology

**4. EXTERNAL DRIVE**

**SPECIFICATIONS**

- ✓ 1 TB Capacity
- ✓ USB 3.0 port

**5. PHOTOCOPIER**

**SPECIFICATIONS**

- ✓ Desktop Printer/Copier/Scanner
- ✓ Multiple Copy (1-999 Sheets)
- ✓ Paper Size (Legal, Letter, A4)
- ✓ AC220 to 240V 4.2A (50-60Hz)
- ✓ Dimensions [W]x[D]x[H] (489 x 482 x 561 mm)

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TERMS OF REFERENCE:

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

2. **LOCATION OF QUALIFIED BIDDERS**

Bidders/Suppliers are within South Cotabato Province Only.

3. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than Eleven (11) 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**

Terms of Lease/Purchase (3 Months period)

- 15% Down payment of the total ABC
- Lease period: March – May 2018 (1 month advance, 1 month deposit)
- Full delivery upon issuance of Approved Purchase Order.

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**

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.

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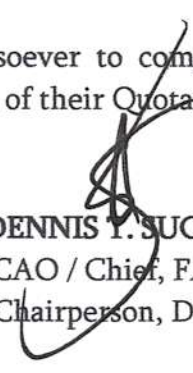
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For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento** at telephone numbers (083)228-1421 or (083) 228-7960 or email address at [dilg\\_ro12@yahoo.com](mailto:dilg_ro12@yahoo.com).

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.

  
DENNIS T. SUCOL  
CAO / Chief, FAD  
Vice-Chairperson, DILG XII BAC

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Please quote your best offers for the item(s) below. **Please submit your quotations not later than 10:00 a.m., 23 February 2018 (Friday).** The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Lease purchase of IT Equipment for the use of Records Section, Finance and Administrative Division (FAD).	127,800.00
<b>TOTAL AMOUNT</b>	<b>Php127,800.00</b>

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
DESK TOP COMPUTER		1	
ALL-IN-ONE PRINTER		1	
UNINTERRUPTIBLE POWER SUPPLY (UPS)		2	
EXTERNAL DRIVE, 1 TB		2	
PHOTOCOPIER		1	
<b>TOTAL OFFERED QUOTATION</b>			

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date Accomplished**

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