



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mabusay at Maasahan"
 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: 04 May 2018
 REQ No.: 2018-05-025

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., 07 MAY 2018 (MONDAY):

NAME OF PROJECT : Lease purchase of (2) two units photocopier intended for the use of LGRRC and Records Section, DILG Regional Office XII, Koronadal City

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

APPROVED BUDGET : One Hundred Twenty Thousand Pesos (Php 120,000.00)

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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TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Photocopier	2	Php60,000.00/each	Php120,000.00
TOTAL AMOUNT:			Php120,000.00

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

TERMS OF REFERENCE:

1. Photocopier

SPECIFICATIONS

- ✓ 45 copies/minute
- ✓ Copier, printer and scanner
- ✓ Auto back to back
- ✓ Paper size (Short, long and A4)
- ✓ Zoom range 25-400%

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

3. **LOCATION OF QUALIFIED BIDDERS**

Bidders/Suppliers are within South Cotabato only.

4. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than Thirty (30) 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.

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5. TERMS OF PAYMENT

Terms of Lease/Purchase (3 Months period)

- 15% Downpayment of the total ABC
- Lease period: June – August 2018 (1 month advance, 1 month deposit)
- Full delivery upon issuance of Approved Purchase Order.

6. 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.

7. OTHER CONDITIONS

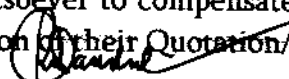
Mode of payment to the winning supplier shall be made via Landbank's Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the supplier will bear the bank charges deducted from such transaction.

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 and Ms. Merriam D. Sarmiento** at telephone numbers **(083)228-1421** or **(083) 228-7960** or email address at **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.


RILIMIN H. SANDOVAL
 LGOO VII
 Chairperson, DILG XII RBAC

03 May 2018

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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., 07 MAY 2018 (MONDAY)**). 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 (2) two units photocopier intended for the use of LGRRC and Records Section, DILG Regional Office XII, Koronadal City	120,000.00
TOTAL AMOUNT	Php120,000.00

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
Photocopier		2	
TOTAL OFFERED QUOTATION			

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

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