



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

**"Matino, Mahusay 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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
**(RFQ No. 2018-11-140 )**

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., 20 NOVEMBER 2018 ( TUESDAY )**:

**NAME OF PROJECT** : PROCUREMENT OF POLO SHIRTS FOR THE TRANSITION TO FEDERALISM (IEC/ADVOCACY: POLO SHIRT WITH PRINTING)

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

**APPROVED BUDGET** : one hundred thirty thousand pesos  
 (Php 130, 000.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Polo Shirts	260	Php 500.00/each	Php 130,000 .00
<b>TOTAL AMOUNT:</b>			<b>Php 130,000 .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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*The total amount of the above item shall determine the most advantageous price for DILG-XII.*

**1. POLO SHIRTS**

**SPECIFICATIONS**

- ✓ Number of pieces: 260 pcs
- ✓ Size: 52 pcs small; 52 pcs medium; 52 pcs large; 52 extra-large; and 52 xxl
- ✓ Color: white
- ✓ Material: with DILG logo; rubberized print of design (Pederalismo logo at the front)

**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 within REGION XII.

**3. TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than **November 2018** 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**

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.

**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.

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