



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

(RFQ No. SVP 2020-09-017)

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 Regional Bids and Awards Committee (RBAC), 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., 09 SEPTEMBER 2020 (WEDNESDAY):

NAME OF PROJECT : OFFICE SUPPLIES INTENDED FOR THE CONDUCT OF DILG REGION XII MANAGEMENT OF CORONAVIRUS (COVID-19) SITUATION RE: REGIONAL OPERATION CENTER

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

APPROVED BUDGET : Six Hundred Ninety Seven Thousand One Hundred Forty Five Pesos (Php 697,145.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

No.	Item	Unit	Number of Pieces	Cost Estimate	Total Cost
1.	Archfile binder; blue (portrait)	piece	350	Php 250.00/piece	Php 87,500.00
2.	Archfile binder; blue (landscape)	piece	400	Php 250.00/piece	Php 100,000.00
3.	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	350	Php 295.00/ream	Php 103,250.00
4.	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	350	Php 310.00/ream	Php 108,500.00

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 and administrative assistance to local government units.

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5.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	200	Php 160.00/book	Php 32,000.00
6.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	200	Php 160.00/book	Php 32,000.00
7.	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	70	Php 150.00/pack	Php 10,500.00
8.	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	70	Php 150.00/pack	Php 10,500.00
9.	ENVELOPE, MAILING, white, 80gsm (5%)	box	10	Php 439.50/box	Php 4,395.00
10.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	200	Php 70.00/piece	Php 14,000.00
11.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	150	Php 70.00/each	Php 10,500.00
12.	Ballpen, black	piece	150	Php 25.00/each	Php 3,750.00
13.	Ballpen, blue	piece	150	Php 25.00/each	Php 3,750.00
14.	PVC, Legal	box	20	Php 900.00/box	Php 18,000.00
15.	Ballpen, violet	piece	100	Php 25.00/piece	Php 2,500.00
16.	Face shield	piece	300	Php 100.00/piece	Php 30,000.00
17.	Face Mask	box	700	Php 180.00/box	Php 126,000.00
TOTAL AMOUNT:					Php 697,145.00

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

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 SOUTH COTABATO PROVINCE.

3. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid supplies must be made not later than **FIFTEEN (15)** 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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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.

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.

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


* To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity

For further inquiries or clarifications, you may contact Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph.

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.

Approved by:


MUSARAPHA A. ALIM, MPA
 LGOO VII
 Chairperson, DILG XII RBAC

_____ 2020

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Offered Quotation				
No.	Item	A Offered Rate (Php)	B Quantity	Subtotal
1.	Archfile binder; blue (portrait)		350 pieces	
2.	Archfile binder; blue (landscape)		400 pieces	
3.	PAPER, Multi-Purpose (COPY) A4, 70 gsm		350 reams	
4.	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		350 reams	
5.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		200 books	
6.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		200 books	
7.	BATTERY, dry cell, AA, 2 pieces per blister pack		70 packs	
8.	BATTERY, dry cell, AAA, 2 pieces per blister pack		70 packs	
9.	ENVELOPE, MAILING, white, 80gsm (5%)		10 boxes	
10.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		200 pieces	
11.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		150 pieces	
12.	Ballpen, black		150 pieces	
13.	Ballpen, blue		150 pieces	
14.	PVC, Legal		20 boxes	
15.	Ballpen, violet		100 pieces	
16.	Face shield		300 pieces	
17.	Face Mask		700 boxes	
TOTAL OFFERED QUOTATION				

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Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

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Terms and Conditions

1. Any modifications in the item/s listed above during contract implementation must be approved by DILG-XII. The rate of each item/s shall not exceed the amount equal to the said item's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of item/s shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the proprietor or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
11. 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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