



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. 2020- 10- 044 )

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., 29 OCTOBER 2020 ( THURSDAY )**:

**NAME OF PROJECT** : Rent of Two (2) units Heavy Duty All-in-one Printer (Photocopy, Print, Scan)

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

**APPROVED BUDGET** : Two Hundred Forty Thousand Pesos Only (Php 240,000.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Quantity	Cost Estimate	Total Cost
Heavy Duty All-in-one Printer (Photocopy, Print and Scan)	2 units	Php120,000.00/each	<b>Php240,000.00</b>
<b>TOTAL AMOUNT:</b>			<b>Php240,000.00</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 and administrative assistance 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. Heavy Duty All-in-one Printer (Print, Photocopy, Scan)

SPECIFICATIONS:

- ✓ Digital Copying/B&W Printing/Colour Scanning
- ✓ Speed 22 copies per minute
- ✓ Technology: Laser with 256 Grayscale
- ✓ Resolution: 600 x 600 dpi
- ✓ Max Original size: A3 ("11"\*17)
- ✓ Flat Bed Scanner
- ✓ Reduce/Enlarger (25% -400%)
- ✓ Exposure Mode: Text Model/Photo Model/Auto Mode
- ✓ Electronic Sorting Function
- ✓ Paper handling: Universal Cassette Tray 250 sheets
- ✓ Multi-bypass Tray 100 sheets
- ✓ Automated Duplex Document Feeder (Optional)
- ✓ Duplex Printing (Optional)
- ✓ 128MB Memory, USB Interface, Power Saver

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 \_\_\_\_\_ Region XI and XII

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid materials must be made not later than November 30, 2020 (\_\_\_\_\_) 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)

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