








DILG		Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506				Document Code FM-QP-DILG-AS-RO-10-07		
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MODE OF PROCUREMENT:		Negotiated Procurement- Small Value Procurement (SVP)		RFQ No. :		SVP 2022-01-010		
Name of Procuring Entity:		DILG REGION XII		Date: 31 January 2022				
Office/End User:		RBAC						
Company Name (TO BE FILLED OUT BY SUPPLIER):								
Address (TO BE FILLED OUT BY SUPPLIER):								
*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)								
Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:								
TERMS AND CONDITIONS:								
1. Bidders shall provide correct and accurate information required in this form.				6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).				
2. Bidders may quote for any or all items.				7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.				
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.				8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.				
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.				9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.				
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.								
APPROVED BUDGET FOR THE CONTRACT (ABC):				 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson				
PHP 60,000.00								
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
						YES	NO	
	Office Supplies for the conduct of RBAC meetings and other procurement related activities for CY 2022							
	ITEM/S	SPECIFICATIONS						
1	File Folder/Arch file	Portrait, Legal, Black	50	pcs			[]	[]
2	Bond Paper A4	A4, 70 Gsm. Substance: 20, 500 Sheets/ Ream	35	ream			[]	[]
3	Bond Paper Legal	Legal, 70 Gsm. Substance: 20, 500 Sheets/ Ream	25	ream			[]	[]
4	Expanding Folder	Legal size, Dark blue or green	50	pcs			[]	[]
5	Folder	Legal size, Dark blue or White	50	pcs			[]	[]
6	Sign Pen,	0.05 - 0.04 mm (Black)	20	pcs			[]	[]
7	Sign Pen	0.05 - 0.04 mm (Blue)	20	pcs			[]	[]
8	Sign Pen	0.05 - 0.04 mm (Red)	10	pcs			[]	[]
9	Notebook	80 leaves, 148mmx200mm	100	pcs			[]	[]
10	Multi-layer File Organizer	Steel, Black, 3-layer, durable	3	pcs			[]	[]
11	Plastic Storage Box with cover	Thick Plastic, Size: 60cm x 34cm x 34cm heavy duty, with wheels	3	pcs			[]	[]
12	Adhesive Tape	Clear, 1 inch	15	roll			[]	[]
13	Adhesive Tape	Clear, 2 inches	5	roll			[]	[]

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 60,000.00			 LAILYN A. CORTIZ, CESO V Assistant Regional Director/RBAC Chairperson		
14	Masking Tape	1 inch	5	roll	[] []
15	Packaging Tape	2 inches	5	roll	[] []
16	Double Sided Tape	foam, 1 inch	3	roll	[] []
17	Duct Tape	gray, 2 inches	2	roll	[] []
18	Binder Clips	25mm	3	box	[] []
19	Binder Clips	32mm	2	box	[] []
20	Binder Clips	51mm	2	box	[] []
21	Stick-on notes	5 colors, size .05" x 1.75" 10x100 sheets	10	pack	[] []
22	sticky note with sign here	1 inch, plastic type, re-useable	20	pack	[] []
23	Epson Ink 003 Black		5	bottles	[] []
24	Epson Ink 003 Color (Set)		3	sets	[] []
25	Canon Ink 790 Black		8	bottles	[] []
26	Linen Paper	10 pcs/pack, Color: Green and Cream	10	pack	[] []
27	Photo paper	A4, Matte 10 pcs/pack	4	pack	[] []
28	Staple Wire # 35		4	box	[] []
29	Puncher	2 hole, heavy duty	2	pcs	[] []
30	Tape Dispenser	heavy duty	1	pc	[] []
31	Clip Board	black, legal	3	pc	[] []

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 60,000.00			 LAILYN A. CORTIZ, CESO V Assistant Regional Director/RBAC Chairperson		
32	Stapler	heavy duty	2	pcs	[] []
33	Plastic Cover		10	meters	[] []
34	sticker Paper	A4, Matte 10 pcs/pack	3	pack	[] []
35	Eraser	Type: 40 white, Size: Small Color: White	3	pcs	[] []
36	Paper Clips big	50mm, vinyl coated	5	box	[] []
37	Paper Clips Small	33mm, vinyl coated	3	box	[] []
Bidding is open to all qualified bidders					[] []
Other Requirements:					
*The delivery of the supplies/materials must be made not later than 15 calendar days after the issuance of Notice to Proceed.					[] []
***** NOTHING FOLLOWS *****					
OFFERED RATE PROPOSAL:					
Note:					
*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:					
Annual Income Tax Return (ITR) FY. 2020 (for those who do not have Business Permit for 2022 yet)					[] []
Certificate of Business Name Registration from DTI (Updated)					[] []
Tax Clearance Certificate from BIR (Updated)					[] []
Business/ Payor's Permit (Updated)					[] []
Accomplished and Notarized Omnibus Sworn Statement					[] []

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 60,000.00				 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson			
Certificate of PhilGEPS Registration						[]	[]
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before February 7, 2022 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City							
For further inquiries or clarifications, you may contact Ms. Cheezza Mirasol at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com.							
Warranty		Price Validity					
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.							
_____ Printed Name/Signature/Date							
_____ Tel. No./Cellphone No.							