



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

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MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP 2022-04-041**

Name of Procuring Entity: DILG REGION XII **Date:** **05 APRIL 2022**

Office/End User: **LGCCD**

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:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all items.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.

APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 68,000.00

LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
						YES	NO	
	Office Supplies for Upscaling EODB Focal Persons Competency: ToT for EODB Focal Persons and C/MLGOOs on April 20, 2022							
	ITEM/S							
	SPECIFICATIONS							
1	Tote Bag	65	pcs			[]	[]	
	<i>Printable Canvass/Cloth Tote Bag (Plain Black) (H-42cm L-38cm, Handle Height-40cm)</i>							
2	Planner Notebook	65	pcs			[]	[]	
	<i>Stationary Type, 150 leaves, Cardboard cover</i>							
3	Sign Pen	65	pcs			[]	[]	
	<i>0.5 ball point fine signature pen (blue)</i>							
4	Pencil Case Bag	65	pcs			[]	[]	
	<i>Plastic case with zipper, assorted color</i>							
5	A4 Bond Paper	20	Box			[]	[]	
	<i>A4 Size, Sub 20 Bond Paper</i>							
6	Legal Bond Paper	10	Box			[]	[]	
	<i>Legal Size, Sub 20 Bond Paper</i>							
7	Scotch Tape	20	pcs			[]	[]	
	<i>0.5 in x 1296 in (12.7 mm x 33 mm)</i>							
8	A4 Picture Frame	50	pcs			[]	[]	
	<i>A4 Size, Wooden Frame</i>							
9	A4 Glossy Photo Paper	20	packs			[]	[]	
	<i>A4 Size, Glossy</i>							
10	Heavy Duty Ruler	10	pcs			[]	[]	
	<i>Wooden Heavy Duty Ruler</i>							
11	Heavy Duty Utility Cutter Knife	6	set			[]	[]	
	<i>Big size Heavy Duty Utility Cutter Knife with safe lock, 18mm blade</i>							