



MODE OF PROCUREMENT:	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	SUP 2022 - 04 - 043
Name of Procuring Entity:	DILG REGION XII	Date:	06 APRIL 2022
Office/End User:	FAD		

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:

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| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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. |
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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 313,150.00	 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
						YES	NO	
Additional regular supplies for Use of DILG XII. Chargeable against continuing funds.								
	ITEM/S	SPECIFICATIONS						
1	Bond Paper A4	A4, 70 Gsm. Substance: 20, 500 Sheets/ Ream	65	ream			[]	[]
2	Bond Paper Legal	Legal, 70 Gsm. Substance: 20, 500 Sheets/ Ream	30	ream			[]	[]
3	Stick-on notes	5 colors, size .05" x 1.75" 10x100 sheets	15	pcs			[]	[]
4	Ink 003 Black	65 ml black	100	bottle			[]	[]
5	Ink 003 tri color	65 ml tri color 50 bottle per color	150	bottle			[]	[]
6	Ink 001 black	65 ml black	150	bottle			[]	[]
7	Ink 001 tri color	65 ml tri color 50 bottle per color	100	bottle			[]	[]
8	Toner	black	10	cart			[]	[]
Bidding is open to all qualified bidders								
Other Requirements:								
<i>*The delivery of the supplies/materials must be made not later than 15 calendar days after the issuance of Notice to Proceed.</i>								

***** NOTHING FOLLOWS *****

		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	
Rev. No.	Eff. Date	Page			
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MODE OF PROCUREMENT:		Negotiated Procurement- Small Value Procurement (SVP)		RFQ No. : SVP 2022 - 04 - 073	
Name of Procuring Entity:		DILG REGION XII		Date: 06 APRIL 2022	
Office/End User:		FAD			
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. 2. Bidders may quote for any or all items. 3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 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.			6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 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. 9. 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 313,150.00			 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson		
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				[]	[]
Certificate of PhilGEPS Registration				[]	[]
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before APRIL 11, 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					
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.					