



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
(RFQ No. 2018-03-014)

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 Bids and Awards Committee, 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 **02:00a.m. 12 March, 2018** (Monday):

NAME OF PROJECT : Lease Purchase of Facilities and Equipment of LGCDD for the **Packaging, Printing and Reproduction of the RPRAT End of Program Report**

LOCATION / AREA OF : DILG XII Regional Office,

DELIVERY : Regional Government Center, Carpenter Hill, Koronadal City, South Cotabato, 9506

APPROVED BUDGET : **Three Hundred Fifty Thousand Pesos Only**
(Php 350, 000.00)

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 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. (LUPAD DOSE).



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

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Number of Pieces	Cost Estimate	Total Cost
Printer	8	Php13, 500.00/each	Php108,000.00
Printer	4	Php18,750.00/each	Php75,000.00
Printer	2	Php14,000.00/each	Php28,000.00
Printer	1	Php12,675.00/each	Php12,675.00
Printer	1	Php9,000.00/each	Php9,000.00
Laser Pointer (for Presentation)	2	Php4,412.50/each	Php8,825.00
Feeder Scanner	1	Php40,000.00/each	Php40,000.00
Compact Wireless Desktop Scanner	2	Php14,500.00/each	Php29,000.00
Book Binding Machine	1	Php20,000.00/each	Php20,000.00
Ring Binder	1	Php10,500.00/each	Php10,500.00
TOTAL AMOUNT:			Php350,000.00

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

1. Printer

SPECIFICATIONS

- ✓ Resolution: Up to 1200 × 6000 dpi
- ✓ Printing Width: 204 mm [210 mm (borderless)]
- ✓ Borderless: A4, Letter, A6, Photo (10 × 15 cm), Index Card (127 × 203 mm), Photo 2L (13 × 18 cm), Speed Colour: 15 PPM
- ✓ A USB 2.0 interface cable that is no longer than 2 m.
- ✓ Wireless LAN: IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)
- ✓ Wireless Network Security: SSID (32 characters),
- ✓ WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
- ✓ Wireless Setup Support Utility; AOSS™: Yes, WPS: Yes

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 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. (LUPAD DOSE).



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

2. Printer

SPECIFICATIONS

- ✓ Color A3 Print/A3 Scan/A3 Copy/A3
- ✓ Fax/Network/WiFi/NFC
- ✓ Up to 500 pages dual paper tray plus 100 pages multi-purpose tray
- ✓ Wireless Networking
- ✓ Automatic Duplex : Print/Copy/Scan/Fax (Up to A3)
- ✓ Up to 22/20ipm (mono / colour) based on ISO/IEC 24734.
- ✓ FPOT : 6 seconds

3. Printer

SPECIFICATIONS

- ✓ Function: Print, Scan, Copy, Fax, PC Fax
- ✓ Fast print speeds up to 27/10 ppm (mono/colour) in Fast Mode
- ✓ Up to 11/6ppm (mono/colour) based on ISO/IEC 24734
- ✓ Built-in Wireless for easy networking
- ✓ Up to 1,200 x 6,000 dpi, Simplify workflow
- ✓ with unattended copying and scanning with 20-sheet ADF
- ✓ Power Consumption: Copying Mode: Approx. 16W / AC 100-240V

4. Printer

SPECIFICATIONS

- ✓ 9-Pin Dot Matrix
- ✓ Improved processing speed with a 64KB Input Data Buffer
- ✓ Fast print speed of up to 337 Characters Per Second (12 CPI)
- ✓ Achieve optimum efficiency with 5 Part Forms printout
- ✓ (1 original + 4 copies), Greater connectivity with built-in USB
- ✓ Serial and Parallel Interface options
- ✓ Choice of 8 Built-in Bar Code formats for maximum versatility

5. Printer

SPECIFICATIONS

- ✓ Function: Print, Copy, Scan
- ✓ High-yield ink bottles
- ✓ Print speed up to 33ppm (9.2ipm)
- ✓ Print resolution up to 5760 dpi x 1440 dpi
- ✓ Scanner / Photocopy size is suitable only for A4, Letter and Folio Sizes
- ✓ Print: Paper Sizes Compatible: A4, A5, A6, B5, 10x15cm (4x6")

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 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. (LUPAD DOST).



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

6. Laser Pointer (for Presentation)

SPECIFICATIONS

- ✓ Type: • 2.4G Wireless Powerpoint Presenter
- ✓ Remote Control with Red Laser Pointers

7. Feeder Scanner

SPECIFICATIONS

- ✓ High speed 2-sided scanning up to 30ppm
- ✓ 50-sheet Automatic Document Feeder
- ✓ Achieve optimum performance with TWAIN, WIA, ICA, SANE drivers
- ✓ High resolution scanning up to 1,200 dpi
- ✓ Scan direct to USB mass storage device for PC-free scanning
- ✓ Professional software suite included
- ✓ Grayscale Bit Depth: 16-bit input/8-bit output

8. Compact Wireless Desktop Scanner

SPECIFICATIONS

- ✓ Scan speed up to 18ppm (mono & color)
- ✓ Wireless connectivity
- ✓ Achieve optimum performance with TWAIN, WIA, ICA, SANE drivers
- ✓ Scan to mobile, cloud, and USB flash memory
- ✓ Compact space-saving design
- ✓ 6.8 cm color Touchscreen LCD

9. Book Binding Machine

SPECIFICATIONS

- ✓ 2501B21 binding machine - Intl
- ✓ Punching up to 12sheets per time max.
- ✓ Binding up to 120sheets A4/Long paper max
- ✓ Full steel construction-stable
- ✓ Steel handle-easy punching

10. Ring Binder

SPECIFICATIONS

- ✓ CBD118- MANUAL COMB BINDER.
- ✓ Paper size : A4, A5 & B5
- ✓ Max. Binding Capacity: 450 sheets
- ✓ Max. Punch Capacity: 12 sheets paper of A4 80g paper, 2 sheets of 0.2mm PVC Cover, 2 Sheets of 230g Paper cover
- ✓ Punch Holes: 21 Fixed, Hole Size: 3 x 8mm
- ✓ Unit Size: 370 x 140 x 230mm

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 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. (LUPAD DOST).



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

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 exclusively within SOCCSKSARGEN only.

3. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than eleven (11) 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)

- 15% Downpayment of the total ABC
- Lease period: March- May 2018 (1 month advance, 1 month deposit)
- Full delivery upon issuance of Approved Purchase Order.

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**

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.

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 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).



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

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ian Jon S. Clemente** at telephone numbers (083)228-1421 or (083) 228-7960 or (083) 877-2971 or email address at dilg_ro12@yahoo.com.

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.

RILIMIN H. SANDOVAL
LGOO VII / Chief, LGCDD
Chairperson, DILG XII BAC

07 March 2018

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 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. (LUPAD OBSE).



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

Please quote your best offers for the item(s) below. **Please submit your quotations not later than 08:00 a.m., March 12, 2018 (Monday).** The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Lease Purchase of Facilities and Equipment of LGCDD for the Packaging, Printing and Reproduction of the RPRAT End of Program Report	350,000.00
TOTAL AMOUNT	Php350,000.00

Offered Quotation			
Item	A Offered Rate (Php)	B Number of Pieces	Subtotal (Php)
Printer	13,500.00	8	108,000.00
Printer	18,750.00	4	75,000.00
Printer	14,000.00	2	28,000.00
Printer	12,675.00	1	12,675.00
Printer	9,000.00	2	18,000.00
Laser Pointer (for Presentation)	4,412.50	2	8,825.00
Feeder Scanner	40,000.00	1	40,000.00
Compact Wireless Desktop Scanner	14,500.00	2	29,000.00
Book Binding Machine	20,000.00	1	20,000.00
Ring Binder	10,500.00	1	10,500.00
TOTAL OFFERED QUOTATION			Php350,000.00

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 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. (LUPAD BOSE).



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

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

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 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. (LUPAD DOSE).