



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. SVP2020-09-016)

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., 09 SEPTEMBER 2020 (WEDNESDAY):

NAME OF PROJECT : ASSORTED SUPPLIES INTENDED FOR THE CONDUCT OF DILG REGION XII MANAGEMENT OF CORONAVIRUS (COVID-19) SITUATION RE: HATID TULONG PROGRAM (LSIs AND ROFs)

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

APPROVED BUDGET : Two Hundred Ninety Nine Thousand Five Hundred Seventy Five Pesos (Php 299,575.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

No.	Item	Unit	Quantity	Cost Estimate	Total Cost
1.	AIR FRESHENER, aerosol, 280ml/150g min	can	75	Php 250.00/can	Php18,750.00
2.	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	50	Php 295.00/bottle	Php14,750.00

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3.	CLEANSER, SCOURING POWDER, 350g min./can	can	30	Php190.00/can	Php5,700.00
4.	DETERGENT POWDER, all purpose, 1kg	pack	50	Php185.00/pack	Php9,250.00
5.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	75	Php450.00/can	Php33,750.00
6.	Plastic Bottle Spray	bottle	20	Php60.00/bottle	Php 1,200.00
7.	Door window glass squeegee with extra squeegee	piece	50	Php130.00/piece	Php6,500.00
8.	Sponge Mop/ Magic Mop	piece	25	Php230.00/piece	Php5,750.00
9.	Hand Liquid Wash, 500ml	bottle	70	Php250.00/bottle	Php17,500.00
10.	Hand Gloves (heavy duty)	piece	50	Php130.00/piece	Php6,500.00
11.	Glass Cleaner liquid	bottle	65	Php245.00/bottle	Php15,925.00
12.	Automatic hand Dispenser	bottle	12	Php1,400.00/bottle	Php16,800.00
13.	Standy hand dispenser	piece	8	Php1,900.00/piece	Php15,200.00
14.	70% Alcohol 500ML	bottle	600	Php110.00/bottle	Php66,000.00
15.	Liquid Hand Soap	bottle	50	Php120.00/bottle	Php6,000.00
16.	Hair net 100/pack	pack	400	Php150.00/pack	Php60,000.00
				<b>TOTAL AMOUNT:</b>	<b>Php 299,575.00</b>

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

**TERMS OF REFERENCE:**

- LOCATION/AREA OF DELIVERY:** DILG XII Prime Regional Government Center, Carpenter Hill, Koronadal City
- LOCATION OF QUALIFIED BIDDERS**  
Bidders/Suppliers are WITHIN SOUTH COTABATO PROVINCE.
- TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than **FIFTEEN** (15) 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

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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**

The winning supplier shall be paid the contract amount in full upon delivery and acceptance by the DILG-XII, subject to deduction of applicable taxes.

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.

**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**


\* To comply with the CODE ZOE of the DILG 12, the establishment/supplier shall avoid using the PLASTICS for the entire duration of the activity .....

For further inquiries or clarifications, you may contact Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Mr. Muhammad Farzieh B. Abutazil at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph.

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.

Approved by:

  
**MUSARAPHA A. ALIM, MPA**  
 LGOO VII  
 Chairperson, DILG XII RBAC

\_\_\_\_\_ 2020 

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Offered Quotation				
No.	Item	A Offered Rate (Php)	B Number of Pieces	Subtotal
1.	AIR FRESHENER, aerosol, 280ml/150g min		75 cans	
2.	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		50 bottles	
3.	CLEANSER, SCOURING POWDER, 350g min./can		30 cans	
4.	DETERGENT POWDER, all purpose, 1kg		50 packs	
5.	DISINFECTANT SPRAY, aerosol type, 400-550 grams		75 cans	
6.	Plastic Bottle Spray		20 bottles	
7.	Door window glass squeegee with extra squeegee		50 pieces	
8.	Sponge Mop/ Magic Mop		25 pieces	
9.	Hand Liquid Wash, 500ml		70 bottles	
10.	Hand Gloves (heavy duty)		50 pieces	
11.	Glass Cleaner liquid		65 bottles	
12.	Automatic hand Dispenser		12 bottles	

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13.	Standy hand dispenser		8 pieces	
14.	70% Alcohol 500ML		600 bottles	
15.	Liquid Hand Soap		50 bottles	
16.	Hair net, 100/pack		400 packs	
<b>TOTAL OFFERED QUOTATION</b>				

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Telephone or Mobile Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date Accomplished

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## Terms and Conditions

1. Any modifications in the item/s listed above during contract implementation must be approved by DILG-XII. The rate of each item/s shall not exceed the amount equal to the said item's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of item/s shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the proprietor or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
11. 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.

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