



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. 2020- 10- 044)

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., 29 OCTOBER 2020 (THURSDAY)**:

NAME OF PROJECT : Rent of Two (2) units Heavy Duty All-in-one Printer (Photocopy, Print, Scan)

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

APPROVED BUDGET : Two Hundred Forty Thousand Pesos Only (Php 240,000.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item	Quantity	Cost Estimate	Total Cost
Heavy Duty All-in-one Printer (Photocopy, Print and Scan)	2 units	Php120,000.00/each	Php240,000.00
TOTAL AMOUNT:			Php240,000.00

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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).



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

1. Heavy Duty All-in-one Printer (Print, Photocopy, Scan)

SPECIFICATIONS:

- ✓ Digital Copying/B&W Printing/Colour Scanning
- ✓ Speed 22 copies per minute
- ✓ Technology: Laser with 256 Grayscale
- ✓ Resolution: 600 x 600 dpi
- ✓ Max Original size: A3 ("11"*17)
- ✓ Flat Bed Scanner
- ✓ Reduce/Enlarger (25% -400%)
- ✓ Exposure Mode: Text Model/Photo Model/Auto Mode
- ✓ Electronic Sorting Function
- ✓ Paper handling: Universal Cassette Tray 250 sheets
- ✓ Multi-bypass Tray 100 sheets
- ✓ Automated Duplex Document Feeder (Optional)
- ✓ Duplex Printing (Optional)
- ✓ 128MB Memory, USB Interface, Power Saver

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 _____ Region XI and XII

3. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of the aforesaid materials must be made not later than November 30, 2020 (_____) 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)

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- 15% Down payment of the total ABC
- Lease period: October 30, 2020 – December 30, 2020
- 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.

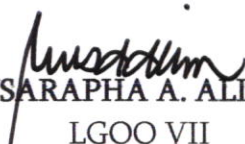
All quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation.

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and ENGR. HERMINIA S. ONTOY** 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

20 OCTOBER 2020



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Please quote your best offers for the item(s) below. **Please submit your quotations not later than 29 OCTOBER 2020 (THURSDAY)** The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Rent of Two (2) units Heavy Duty All-in-one Printer (Photocopy, Print, Scan)	Php <u>240,000.00</u>
TOTAL AMOUNT	Php <u>240,000.00</u>

Offered Quotation			
Item	A Offered Rate (Php)	B Quantity	Subtotal
Heavy Duty All-in-one Printer (Photocopy, Print and Scan)		2 units	
TOTAL OFFERED QUOTATION			Php 240,000.00

 Signature over Printed Name

 Telephone or Mobile Number

 Email Address

 Date Accomplished

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Terms and Conditions

1. Any modifications in the arrangements of the vehicle rental during contract implementation must be approved by DILG-XII. The rate of the rental shall not exceed the amount equal to the said vehicle's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of vehicle rental arrangements 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 you or any of your duly authorized representative/s.
8. The unit/s shall be delivered upon the actual conduct of the activity from receipt of purchase order.
9. The charge for additional unit/s shall be contained in an Amendment to Contract.
10. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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.
12. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the services not rendered within the prescribed actual period of conduct 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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