



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**

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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	
<b>Office Supplies for Upscaling EODB Focal Persons Competency: ToT for EODB Focal Persons and C/MLGOOs on April 20, 2022</b>								
	ITEM/S	SPECIFICATIONS						
1	Tote Bag	Printable Canvass/Cloth Tote Bag (Plain Black) (H-42cm L-38cm, Handle Height-40cm)	65	pcs			[ ]	[ ]
2	Planner Notebook	Stationary Type, 150 leaves, Cardboard cover	65	pcs			[ ]	[ ]
3	Sign Pen	0.5 ball point fine signature pen (blue)	65	pcs			[ ]	[ ]
4	Pencil Case Bag	Plastic case with zipper, assorted color	65	pcs			[ ]	[ ]
5	A4 Bond Paper	A4 Size, Sub 20 Bond Paper	20	Box			[ ]	[ ]
6	Legal Bond Paper	Legal Size, Sub 20 Bond Paper	10	Box			[ ]	[ ]
7	Scotch Tape	0.5 in x 1296 in (12.7 mm x 33 mm)	20	pcs			[ ]	[ ]
8	A4 Picture Frame	A4 Size, Wooden Frame	50	pcs			[ ]	[ ]
9	A4 Glossy Photo Paper	A4 Size, Glossy	20	packs			[ ]	[ ]
10	Heavy Duty Ruler	Wooden Heavy Duty Ruler	10	pcs			[ ]	[ ]
11	Heavy Duty Utility Cutter Knife	Big size Heavy Duty Utility Cutter Knife with safe lock, 18mm blade	6	set			[ ]	[ ]



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<b>MODE OF PROCUREMENT:</b>	Negotiated Procurement- Small Value Procurement (SVP)	RFQ No. :	SVP	7022-04-041	
Name of Procuring Entity:	DILG REGION XII	Date:	05 APRIL 2022		
Office/End User:	LGCDD				
Company Name (TO BE FILLED OUT BY SUPPLIER):					
Address (TO BE FILLED OUT BY SUPPLIER)					
<b>*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)</b>					
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:					
<b>TERMS AND CONDITIONS:</b>					
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.		
<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b>  <b>PHP 68,000.00</b>			 <b>LAILYN A. ORTIZ, CESO V</b> Assistant Regional Director/RBAC Chairperson		
12	Sticky Notes	Sticky Notes 3x3 fluorescent assorted colors	30	pads	[ ] [ ]
13	Arrows Flags Sticky Markers	Redi-Tag-Sign-Here Arrow Flags, Fluorescent Colors (3/4"x15/32")	50	packs	[ ] [ ]
14	Cartolina	Assorted Colors of Purple, Brown, Blue, Red, Green and Gold	6	dozen	[ ] [ ]
Bidding is open to all qualified bidders					[ ] [ ]
<b>Other Requirements:</b>					
*The delivery of the supplies/materials must be made not later than 15 calendar days after the issuance of Notice to Proceed.					[ ] [ ]
***** NOTHING FOLLOWS *****					
<b>OFFERED RATE PROPOSAL:</b>					
<b>Note:</b>					
*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					[ ] [ ]





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Office/End User:	LGCCD		

Company Name (TO BE FILLED OUT BY SUPPLIER):

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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PHP 68,000.00**

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

**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. Almie G. Castillo & Ms. Cheezza Mirasol** at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph and **dilgro12rbacsecretariat@gmail.com**.

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.