



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 2022-04-050
Name of Procuring Entity:	DILG REGION XII	Date:	22 APRIL 2022
Office/End User:	ORD-PDMU		

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 250,000.00

Lailyn A. Ortiz
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	
	Office and Training Supplies for PDMU Operation and Capacity Development Activities re: Implementation of Locally Funded Projects in Region XII in the 1st Semester of FY 2022							
	ITEM/S							
	SPECIFICATIONS							
1	Archived Folder	100	pcs			[]	[]	
2	Ballpen	100	pcs			[]	[]	
3	Ballpen	100	pcs			[]	[]	
4	Battery	10	pack			[]	[]	
5	Battery	10	pack			[]	[]	
6	Binder Clip	30	box			[]	[]	
7	Binder Clip	30	box			[]	[]	
8	Binder Clip	30	box			[]	[]	
9	Binder Clip	20	box			[]	[]	
10	Bond Paper	30	ream			[]	[]	
11	Bond Paper	100	ream			[]	[]	
12	Candle Glue	20	pcs			[]	[]	
13	Certificate holder	20	pcs			[]	[]	
14	Certificate holder	30	pcs			[]	[]	
15	Correction Tape	50	pcs			[]	[]	
16	Correction Pen	10	pcs			[]	[]	
17	Clipboard	10	pcs			[]	[]	
18	Cutter	6	pcs			[]	[]	
19	Duct Tape	20	roll			[]	[]	
20	Double Adhesive Tape	10	roll			[]	[]	
21	Double Adhesive Tape	10	roll			[]	[]	
22	Epson Ink 003	20	bottle			[]	[]	
23	Epson Ink 003	10	bottle			[]	[]	
24	Epson Ink 003	10	bottle			[]	[]	
25	Epson Ink 003	10	bottle			[]	[]	
26	Epson Ink 664	5	bottle			[]	[]	
27	Epson Ink 664	5	bottle			[]	[]	



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MODE OF PROCUREMENT: Negotiated Procurement- Small Value Procurement (SVP) RFQ No. : **SVP 2022-04-056**

Name of Procuring Entity: DILG REGION XII Date: **22 APRIL 2022**

Office/End User: **ORD-PDMU**

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 Assistant Regional Director/RBAC Chairperson

28	Epson Ink 664	Magenta	5	bottle			[]	[]
29	Epson Ink 664	Cyan	5	bottle			[]	[]
30	Envelope	Long, Ordinary	60	pcs			[]	[]
31	Envelope	Short, Ordinary	30	pcs			[]	[]
32	Envelope	Expandable, brown long	100	pcs			[]	[]
33	Envelope	Expandable, colored long	60	pcs			[]	[]
34	Engineering Field Book		80	pcs			[]	[]
35	Envelope Mailing	White long(100pcs)	1	pack			[]	[]
36	Envelope Mailing	White short(100pcs)	1	pack			[]	[]
37	Fastener	Plastic	20	box			[]	[]
38	File Organiser		40	pcs			[]	[]
39	Folder	White, long	100	pcs			[]	[]
40	Folder	White, short	100	pcs			[]	[]
41	Folder Expandable	Long	100	pcs			[]	[]
42	Glue	130 grams	6	bottle			[]	[]
43	Highlighter	Assorted color	100	pcs			[]	[]
44	Metal Book-End Shelf	Heavy Duty	30	pair			[]	[]
45	Laminating Film		1	roll			[]	[]
46	Laid Paper	A4 white, gsm200	50	pack			[]	[]
47	Marker (white board)	black	60	pcs			[]	[]
48	Marker (permanent)	broad, black	60	pcs			[]	[]
49	Masking Tape	1inch	20	roll			[]	[]
50	Manila Paper	pcs	50	pcs			[]	[]
51	Mouse Pad		30	pcs			[]	[]
52	Notebook	Steno	200	pcs			[]	[]
53	Pencil	Mongol	86	pcs			[]	[]
54	Photo Paper	Matte, A4	10	pack			[]	[]
55	Photo Paper	Glossy, A4	10	pack			[]	[]
56	Paper Post-it		100	pack			[]	[]
57	PVC Cover	Long	2	ream			[]	[]
58	PVC Cover	A4	2	ream			[]	[]
59	Packing Tape	2inches	15	roll			[]	[]
60	Paper Clip	Big	30	box			[]	[]
61	Paper Clip	Small	30	box			[]	[]
62	Ringbind	1/2 inch, black	26	pcs			[]	[]
63	Ringbind	1 inch, black	30	pcs			[]	[]
64	Ringbind	2 inch, black	20	pcs			[]	[]
65	Sign Pen	Black (0.3/0.4)	100	pcs			[]	[]



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Name of Procuring Entity:	DILG REGION XII	Date:	22 April 2022	
Office/End User:	ORD-PDMU			

Company Name (TO BE FILLED OUT BY SUPPLIER):

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 Assistant Regional Director/RBAC Chairperson

Item No.	Description	Quantity	Unit	Price	Remarks	Signature	Date
66	Sign Pen	Blue(0.3/0.4)	100 pcs			[]	[]
67	Sign Pen	(1.0) uniball blue	120 pcs			[]	[]
68	Sticker Paper	A4	20 pack			[]	[]
69	Sticky Note with sign here		100 pack			[]	[]
70	Spray Paint	Red	100 bottle			[]	[]
71	Steel Tray	3 Layers	10 pcs			[]	[]
72	Scotch Tape	1 inch	30 roll			[]	[]
73	Staple Wire	No.35	30 box			[]	[]
74	Staple Wire	24mm	15 box			[]	[]
	Bidding is open to all qualified bidders					[]	[]
	Other Requirements:						
	*The delivery of the supplies/materials must be made not later than 15 calendar days after the issuance of Notice to Proceed.					[]	[]

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

Item No.	Description	Quantity	Unit	Price	Remarks	Signature	Date
	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 <u>April 27, 2022</u> at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City						



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

For further inquiries or clarifications, you may contact
Engr. Herminia S. Ontoy & 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.