
		Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato		<div>Document Code FM-QP-DILG-AS-RO-10-07</div> <table><tr><td>Rev. No.</td><td>Eff. Date</td><td>Page</td></tr><tr><td>01</td><td>06.01.23</td><td>1 of 3</td></tr></table>		Rev. No.	Eff. Date	Page	01	06.01.23	1 of 3
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MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT		RFQ No. : SVP2025-06-054							
Name of Procuring Entity:		DILG XII		Date: 25 JUNE 2025							
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION									
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:											
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 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.								
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 92,200.00			<div> RILMIN H. SANDOVAL CITY DIRECTOR/BAC CHAIRPERSON</div>								
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER				
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER			
	PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF DAGYAW 2025: OPEN GOVERNMENT TOWNHALL MEETING										
1	Training Kit	450	set	200.00	90,000.00						
	Katsa Tote Bag (Plain Katsa Tote Bag without Zipper, Size: 10" x 12"); Spring Notebook (A5 Spiral Notebook 50 sheets Brown Kraft Paper Cover Spring Notebook); Sign Pen (0.5mm Gel Ink Sign Pen)										
2	Token	11	pack	200.00	2,200.00						
	Assorted Coffee Products										
							GRAND TOTAL				
Other Requirements:											
	Delivery of items must be not later than Thirty (30) days after the receipt of Notice to Proceed (NTP).										
	Complete delivery of all requested items as per the RFQ specifications and ensure that all items are new, high-quality, and meet the specifications provided										
	Promptly replace any items that are damaged, defective, or not in compliance with the RFQ specifications										
	All quoted prices must be final and inclusive of all costs, including freight/delivery charges, handling fees or any applicable taxes or duties										
All of the required items in the RFQ must be accomplished COMPLETELY. DO NOT LEAVE ANY BLANK PORTIONS ON THE STATEMENT OF COMPLIANCE. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the item/s offered. Failure to do so shall be a ground for the rejection of the bid.											

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APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 92,200.00			 RILMIN H. SANDOVAL CITY DIRECTOR/BAC CHAIRPERSON		
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. 2023 (for those who do not have Business Permit for 2025 yet)					
Certificate of Business Name Registration from DTI (Updated)					
Tax Clearance Certificate from BIR (Updated) (if Applicable)					
Business/ Payor's Permit (Updated)					
Accomplished and Notarized Omnibus Sworn Statement (Download Template https://www.gppb.gov.ph/downloadable-forms/#tab-61412)					
Certificate of PhilGEPS Registration /Registration number (Red Membership)					
For inquiries or clarifications, you may contact Ana Louwel V. Cabrido at Telephone No. (083) 877- 2971 or Ms. Kristine Joy Elipan at Telephone Numbers (083) 228-7960 or email address at dilg12supply@gmail.com and dilgro12rbacsecretariat@gmail.com .					
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before July 3, 2025 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato.					
Warranty				Price Validity	
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.					
<div>Printed Name/Signature/Date</div>					
<div>Tel. No./Cellphone No.</div>					