**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**(RFQ No. 2018-05-027)**

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| --- |
| 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 Bids and Awards Committee, 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 **08:00a.m., 18 May 2018 (Friday)**:

**NAME OF PROJECT :** Purchase of Document Bag

**LOCATION / AREA OF :** DILG XII Regional Office,

**DELIVERY**  Prime Regional Center, Carpenter Hill,

Koronadal City

**APPROVED BUDGET :** Two Hundred Two Thousand Five

Hundred Pesos (Php 202,500.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Number of Pieces** | **Cost Estimate** | **Total Cost** |
| Document Bag | 225 | Php900.00/each | **Php202,500.00** |
| **TOTAL AMOUNT:** | | | **Php202,500.00** |

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

1. **Document Bag**

**SPECIFICATIONS**

* Number of pieces: 225
* Size: 12 x 15 x 4
* Color: BLack
* Design: with DILG Logo (embroidered)
* Laptop pouch
* Finish: Leather

TERMS OF REFERENCE:

1. **LOCATION/AREA OF DELIVERY**: DILG XII Regional Office, Prime Regional Center, Carpenter Hill, Koronadal City
2. **LOCATION OF QUALIFIED BIDDERS**

Bidders/Suppliers are exclusively within Region XII only.

1. **TIMELINE/SCHEDULE OF DELIVERY**

The supply and delivery of the aforesaid materials must be made not later than ten (10) 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.

1. **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.

1. **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.

1. **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 or Ms. Merriam D. Sarmiento at telephone numbers (083)228-1421 or (083) 228-7960 or email address at** [**dilg\_ro12@yahoo.com**](mailto:dilg_ro12@yahoo.com)**.**

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.

**RILIMIN H. SANDOVAL**

LGOO VII

Chairperson, RBAC

**\_\_\_ \_\_\_\_\_\_\_\_2018**

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

|  |  |
| --- | --- |
| **Summary of Approved Budget** | |
| **Procurement Project** | **Total ABC** |
| **Document Bag** | 202,500.00 |
| **TOTAL AMOUNT** | **Php202,500.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Offered Quotation** | | | |
| **Item** | **A**  **Offered**  **Rate (Php)** | **B**  **Number of Pieces** | **Subtotal** |
| **Document Bag** | **900.00** | **225** | **P202,500.00** |
| **TOTAL OFFERED QUOTATION** | | | **P202,500.00** |

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**Signature over Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone or Mobile Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Accomplished**