



<div><div></div><div><div>Republic of the Philippines</div><div>DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII</div><div>Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato</div></div></div> <div><div>Document Code</div><div>FM-QP-DILG-AS-RO-10-07</div><div><div>Rev. No.</div><div>01</div><div>Eff. Date</div><div>06.01.23</div><div>Page</div><div>1 of 3</div></div></div>								
MODE OF PROCUREMENT		NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT				RFQ No. :		SVP2025-08-069
Name of Procuring Entity:		DILG XII			Date:		07 AUGUST 2025	
Office/End User:		LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCD)						
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								
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1. Bidders shall provide correct and accurate information required in this form.				6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).				
2. Bidders may quote for any or all items.				7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.				
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or				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.				
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 specifiactions and other terms and conditions stated herein.								
APPROVED BUDGET FOR THE CONTRACT (ABC):								
PHP 67,500.00				IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON				
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 Training Supplies for the conduct of WEMBOREE "Changing the Mindset from ME to WE": A Disaster Resiliency Youth Camp for SOCCSKSARGEN Youth							
1	Tote Bag	100	pcs	150.00	15,000.00			
	with T'nalak printed design							
2	A4 Bond Paper	15	reams	300.00	4,500.00			
	A4, 70 gsm. Substance:20, 500/ream							
3	Stationary notebook	100	pcs	65.00	6,500.00			
	Assorted color, High Quality, at least 75-100 leaves							
4	Sign Pen/Gel Ink Pen	150	pcs	30.00	4,500.00			
	0.5 Ball Point Color: Black/Blue							
5	Pencil	12	box	150.00	1,800.00			
	Medium No. 2 Pencils with Eraser - Standard Lead 12pcs/Box							
6	Permanent Marker	10	box	120.00	1,200.00			
	Black/Blue; Bullet Tip; Quick-dry; 12pcs/box							
7	Scissors	10	pcs	80.00	800.00			
	Heavy Duty Scissors, black							




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PHP 67,500.00								
8	Manila Paper	70	pcs	30.00	2,100.00			
	36x48inches							
9	Scotch Tape	30	pcs	40.00	1,200.00			
	Transparent; 100Mx1"							
10	Masking Tape	30	pcs	35.00	1,050.00			
	24mm X10METERS, white							
11	Construction Paper Long	5	`reams	325.00	1,625.00			
	Multi-purpose colorecd paper; Long/Folio, 70 gsm. Substance:20, 500 sheet/ream							
12	White Multi-Purpose Glue	1	box	450.00	450.00			
	40grams; Safe and Non Toxic; 12 pcs /box (elmers)							
13	Specialty Paper	30	pack	100.00	3,000.00			
	white; A4; 200 GSM; 10 sheets/pack							
14	Illustration board	25	pcs	30.00	750.00			
	1/4 - 15cmX20cm							
15	Oil Pastel	20	set	150.00	3,000.00			
	non toxic, high quality; suitable for illustration board; 16 colors/set;							
16	25 liter Mineral Bottle	4	galoon	100.00	400.00			

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APPROVED BUDGET FOR THE CONTRACT (ABC):									
PHP 67,500.00				IAN JON S CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON					
	Transparent blue								
17	Crayons Set	10	set	150.00	1,500.00				
	(crayola)24-Piece with Vibrant Color Range								
18	Acrylic Paint	4	bottle	100.00	400.00				
	Color: Black; 100ML Acrylic Paint pigment; for Painting Poster ,Textile Fabric Glass Art;								
19	Acrylic Paint	4	bottle	100.00	400.00				
	Color: White; 100ML Acrylic Paint pigment; for Painting Poster, Textile Fabric Glass Art;								
20	Acrylic Paint	4	bottle	100.00	400.00				
	Color: Red; 100ML Acrylic Paint pigment; for Painting Poster, Textile Fabric Glass Art;								
21	Acrylic Paint	4	bottle	100.00	400.00				
	Color: Blue; 100ML Acrylic Paint pigment; for Painting Poster Textile Fabric Glass Art;								
22	Acrylic Paint	4	bottle	100.00	400.00				



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	Color: Yellow; 100ML Acrylic Paint pigment; for Painting Poster ,Textile Fabric Glass Art;								
23	Art Paintbrush	5	set	150.00	750.00				
	5-6 pcs/Set; Anti-Shedding Synthetic Nylon Painting Brushes; Paint Brushes for Acrylic paint; various kinds and sizes								
24	Cloth/Tela	4	meters	100.00	400.00				
	White, thick textile,Polyester/katrina, 4 meters uncut								
25	ID Holder with Sling	100	pcs	50.00	5,000.00				
	lanyard (sling): black or orange , 0.5 inch; ID Holder: Transparent, waterproof								
26	Paper Clips Vinyl Coated	10	box	45.00	450.00				
	50mm, 100 pcs/box								
27	Binder clips Fold Black clip	10	box	30.00	300.00				
	1" 25mm, 1 dozen/box								
28	Sign Pen	50	pcs	65.00	3,250.00				
	Hi-tech point, tip size: 1.0mm, signature pen; black - 30 pcs blue - 30 pcs								

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29	Highlighter Marker	2	box	250.00	500.00				
	Line Weight: 1mm; 12 pcs per box ; color: neon green, neon orange								
30	Hard bound record books	5	pcs	200.00	1,000.00				
	500 pages, 55 gsm								
31	Sticky Notes Sign Here Arrow Flag	35	pack	40.00	1,400.00				
	self adhesive; 3 in 1; Fluorescent sticky note; color: preferably blue								
32	Magnetic Whiteboard	1	pcs	3,075.00	3,075.00				
	Aluminum Frame , Plywood Backing 3x4 ft (90x120 cm) adjustable & foldable marker tray and safety corner caps; coated with hard enamel for stronger magnetic hold & last longer than formica and is ideal for heavy use; At the back, it has a triangle hook for wall mounting								
							GRAND TOTAL :		
OTHER REQUIREMENTS:									
	Delivery of items must be not later than Sixty (60) days after the issuance 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								

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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.					
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. 2024 (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 Atty. Xheena L. Pagsugiron at Telephone No. 228-1412, Ms. Kristine Joy Elipan, or Sheila Mae G. Kubik at Telephone Numbers (083) 228-2971 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com.					
IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before AUGUST 14, 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.					
Printed Name/Signature/Date					
Tel. No./Cellphone No.					