



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XIII (CARAGA REGION)**  
1559 Matimco Bldg., Km.4, Libertad, Butuan City  
Telefax. Nos. (085) 342-2134/815-1299  
website: caraga.dilg.gov.ph; email address: dilgxiii@yahoo.com



### REQUEST FOR QUOTATION

The Department of the Interior and Local Government - Region 13 (DILG-13), through its Bids and Awards Committee (BAC), will undertake Small Value Procurement for One (1) Year Printing of TIMON Newsletter, in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. Approved Budget for the Contract: One Hundred Ninety Two Thousand Pesos (Php192,000.00).

Prospective bidders shall accomplish, provide correct and accurate information and submit Price Quotation Form duly signed by the authorized signatory (Annex "A")

Submission shall be not later than 9:00 a.m. on May 23, 2013. Open quotations may be submitted, manually or through facsimile at DILG Regional Office 13, Libertad, Butuan City, Tele/Fax No. 342-2134 or 815-1299.

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission. Award of contract shall be made to the total lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

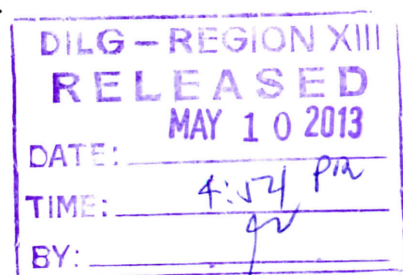
The DILG 13 shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the deliverables not delivered within the prescribed period shall be imposed per day of delay.

The DILG 13 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.

The DILG 13 reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.



Annex "A"

PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Bids and Awards Committee  
Department of the Interior and Local Government  
Regional Office 13  
Libertad, Butuan City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1	copies	TIMON Newsletter  Specifications: No. of pages – 20 pages Cover - Glossy Inside - Glossy Type of Printing = offset No. of colors = 4 Size = A4 150 copies/quarter for 4 quarters (one year contract)	600 (150 copies/quarter)		

GRAND TOTAL

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Bidder with the lowest quotation shall submit the following: (i) Mayor's Permit; and (ii) DTI or SEC Registration Certificate.

Amount in Words) \_\_\_\_\_

\_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.