



Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbaccdavaodelsur@gmail.com](mailto:sbaccdavaodelsur@gmail.com) (Infra)

**INVITATION TO QUOTE**

**Date: November 09, 2023**

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential bidders/suppliers to quote for the following goods under **Alternative Methods of Procurement Shopping (Sec 52.1.b)**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
DILG	1584-AM-23	Supply/Delivery of Office Supplies. Please see attached RFQ.	₱ 116,722.00	10 Calendar Days	PGSO Warehouse	Shopping (Sec 52.1.b)

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.**

3. Price Quotations must be delivered to the following at **9:00am on November 16, 2023:**

**Advance Dropping (before November 16, 2023) Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. Date of Opening (November 16, 2023) – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6**

4. Request for Quotation's opening shall be **on November 16, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**

5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.

6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.

7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.

8. The Supplier shall notify the PGSO a day before the actual delivery.

9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

  
**DESSAMIE BUAT-SANCHEZ, CPA, J.D.** %  
(Provincial Budget Officer)  
BAC Chairperson







Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Mati, Digos City

**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**

Shopping (Sec 52.1.b)  
 Recanvass Item/s (2<sup>ND</sup> Opening)

November 9, 2023

(Company Name & Address)

Sir/madam:

Please quote your price on items listed below, subject to General Conditions at the back of this page, stating the shortest time of delivery and submit your quotation at the following not later than **November 16, 2023 @ 9:00 AM**:

Advance Dropping (before **November 16, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**November 16, 2023**) – Ralota Hall Davao Del Sur Coliseum, Province of Davao Del Sur.

Late submission of quotation shall not be accepted. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

PR. NO.: **1584-AM-23**  
 Dated: **10/13/2023**

End User:  
**DILG**

**DESSAMIE BUAT SANCHEZ, CPA, JD**  
 PGDH-PBO / BAC CHAIRPERSON

Item No.	Unit	Item and Description	Qty	Approved Budget for Contract (ABC) Total	Approved Budget for Contract (ABC) Unit	Supplier's Quotation Unit Price	Brand Name
1	REAMS	MULTI-PURPOSE PAPER, LEGAL, 70GSM	10	2,670.00	267.00		
2	REAMS	MULTI-PURPOSE PAPER, A4, 70GSM	110	26,950.00	245.00		
3	PAD	STICKY NOTES, SIGN HERE	30	2,100.00	70.00		
4	PCK	BOARD PAPER, LONG 90GSM PALE CREAM, 10'S	30	2,370.00	79.00		
5	PCK	BOARD PAPER, A4 90GSM PALE CREAM, 10'S	40	3,000.00	75.00		
6	PCK	BOARD PAPER, LONG, 90GSM WHITE, 10'S	40	3,160.00	79.00		
7	PCK	BOARD PAPER, A4 90GSM, WHITE, 10'S	40	3,000.00	75.00		
8	PC	FOLDER, LONG, BROWN	400	3,200.00	8.00		
9	PC	FOLDER, LONG RED / BLUE	200	2,400.00	12.00		
10	BOX	MAILING ENVELOPE, WHITE, LONG (W/O Window)	1	405.00	405.00		
11	BOX	WHITEBOARD PEN, BLACK, 12'S	3	2,340.00	780.00		
12	BOX	PERMANENT MARKER, BLACK, 12'S	3	1,584.00	528.00		
13	PC	CERTIFICATE HOLDER, A4, 210MM X 297MM, RED/BLACK	100	6,500.00	65.00		
14	BOX	BALLPEN, BLACK, 25'S	25	4,375.00	175.00		
15	BOX	SIGN PEN, BLACK/BLUE, 0.05MM, 12'S	8	2,976.00	372.00		
16	BOX	PENCIL #2, 12'S	10	1,200.00	120.00		
17	PC	CLIP BOARD, LONG	10	1,100.00	110.00		
18	BOX	FASTENER, PLASTIC	30	1,440.00	48.00		
19	PC	ENVELOPE, BROWN, LONG	500	2,500.00	5.00		
20	PC	SPIRAL NOTEBOOK, 30'S	300	7,500.00	25.00		
21	ROLL	MASKING TAPE, #2	10	840.00	84.00		
22	ROLL	MASKING TAPE, #1	10	460.00	46.00		
23	ROLL	SCOTCH TAPE, #1	10	300.00	30.00		
24	ROLL	DOUBLE SIDED TAPE, #1	20	700.00	35.00		
25	BOX	CORRECTION TAPE, 5MM X 10M, 12'S	5	2,270.00	454.00		
26	BTL	INK, T664, BLUE 70ML GENUINE FOR EPSON PRINTER	2	780.00	390.00		
27	BTL	INK, T664, MAGENTA 70ML GENUINE FOR EPSON PRINTER	2	780.00	390.00		
28	BTL	INK, T664, CYAN 70ML GENUINE FOR EPSON PRINTER	2	780.00	390.00		
29	BTL	INK, T664, BLACK 70ML GENUINE FOR EPSON PRINTER	2	780.00	390.00		
30	BTL	INK, GT52 BLUE 70ML GENUINE FOR HP PRINTER	2	780.00	390.00		
31	BTL	INK, GT52 MAGENTA 70ML GENUINE FOR HP PRINTER	2	780.00	390.00		
32	BTL	INK, GT52 CYAN 70ML GENUINE FOR HP PRINTER	2	780.00	390.00		
33	BTL	INK, GT53 BLACK 90ML GENUINE FOR HP PRINTER	2	940.00	470.00		
34	BTL	INK, BT5000 MAGENTA 100ML GENUINE FOR BROTHER PRINTER	6	3,120.00	520.00		
35	BTL	INK, BT5000 MAGENTA 100ML GENUINE FOR BROTHER PRINTER	6	2,994.00	499.00		
36	BTL	INK, BT5000 BLUE 100ML GENUINE FOR BROTHER PRINTER	6	2,994.00	499.00		

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.  
 ITR/BTR and Omnibus sworn statement shall be submitted prior to the release of payment in the case of Small Value Procurement.

**CANVASSER:**

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted  
 Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ.

**Name & Signature of Canvasser**  
 HOW DID YOU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:

- Through a Canvasser
- Downloaded through Philgeps
- Downloaded through Davao del Sur Website
- Walk-in Supplier
- Sent through BAC Email

(Name & Signature of proprietor or its duly authorized representative)

Valid ID

(Telephone, Cellphone No. and/or Email Address)





# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQS SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATIONS'S.
12. RFQS SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. RFQS/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
  - a. NOT ENCLOSED IN AN ENVELOPE
  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - a. COMPANY NAME
  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.





Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Matti, Digos City

**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**

Shopping (Sec 52.1.b)

Recanvass Item/s (2<sup>ND</sup> Opening)

November 9, 2023

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PR. NO.: **1584-AM-23**

End User:

Dated: **10/13/2023**

**DILG**

**DESSAMIE BUAT SANCHEZ, CPA, JD**

PGDH-PBO / BAC CHAIRPERSON

Item No.	Unit	Item and Description	Qty	Approved Budget for Contract (ABC) Total	Approved Budget for Contract (ABC) Unit	Supplier's Quotation Unit Price	BrandName
37	BTL	INK, BT5000 YELLOW 100ML GENUINE FOR BROTHER PRINTER	6	2,994.00	499.00		
38	CRTRG	INK, HP 680 BLACK	2	1,300.00	650.00		
39	CRTRG	INK, HP 680 TRI-COLOR	2	1,260.00	630.00		
40	BOX	STAPLE WIRE #35 (MAX)	10	750.00	75.00		
41	BOX	SHARPENER, SMALL	2	240.00	120.00		
42	PC	FLASH DRIVE, 32GB	10	5,480.00	548.00		
43	PC	EXTERNAL HARD DRIVE, 1TB	1	3,850.00	3,850.00		

Green procurement Technical Specifications:

- Can e recycled / can be used;
- Preferably made of recycled materials, if not, must be sourced out from a well-managed free plantation;
- Preferable at least Elemental Chlorine Free (ECF);
- Packaging must be recyclable.

Item No. 1-2, 10 - 43 Charged to 7919 Support to Provincial Peace and Order Council (PPOC) (Php 97,492.00)  
 Item No. 3-9, - Charged to 7919-33 Support to Most Outstanding Child Friendly Local Governance (CFLGA) - (Php 19,230.00) Account Code: 05-02-03-010 , Account Name: Office Supplies Expense

Charges: **CY 2023 LGDF-GENERAL FUND (Support to Provincial Peace and Order Council (PPOC), Responsibility Center: 7919; (Support to Most Outstanding Child-Friendly Local Governance (CFLGA), Responsibility Center: 7919-33; Account Code: 5-02-03-010**  
 Purpose/Remarks: Support to DILG / Provincial peace and Order and Child Friendly Local Governance (CFLGA) CY 2023

NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.

116,722.00

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.  
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(Name & Signature of proprietor or its duly authorized representative)

Valid ID

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