



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Matti, Digos City
Tele/Fax No. (082) 553-9579
Mobile Nos. 0908 332 2024 (Smart), 0905 229 0526 (Globe)
Email: bac.davaodelsur2@gmail.com

PGO-BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO QUOTE

Date: February 05, 2022

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 B Section 52.1 (b)])**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PEO	0174-AM-22	Supply/Delivery of Office Supplies	₱ 90,968.00	7 working days	PGSO Warehouse	Shopping B Section 52.1 (b)

2. Interested Suppliers/bidders may obtain from the **Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City** from **8:00 a.m. – 4:00 p.m. Monday to Friday**.
3. Price Quotations must be delivered to the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City on or before **February 10, 2022 at 9:00 a.m.** using our prescribed Request for Quotation's form. Late bid shall not be accepted.
4. Request for Quotation's opening shall be **on February 10, 2022 at 10:00 a.m. via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd**. Using our prescribed Request for Quotation's form. Late bid shall not be accepted.
5. 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.
6. Bidder is required to offer (1) brand only. In case the bidder offered multiple brands, said bidder will be automatically disqualified.
7. The Provincial Government of Davao del Sur, reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.


For further information, please refer to:

The BAC Chairperson

Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

MS. NORJANNA M. CAMAGUIN, MPA

Head BAC Secretariat
Office of the BAC Secretariat
Room 4, Executive Building, Capitol Matti, Digos City
Email: 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


RAUL D. RAUT, ENP
(PGDH-HRMO)
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)

February 4, 2022

(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 Room 4, Capitol Building, Mati, Digos City not later than **February 10, 2022 @ 9:00 AM**. Late submission of quotation shall not be accepted. Thank you.

Request for Quotation's opening shall be on **February 10, 2022 @ 10:00 AM** via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

NORJANNA M. CAMAGUIN, MPA
 LTOO-IV/Head-BAC Secretariat

Enp. RAUL D. RAUT

PGDH-HRMO / BAC CHAIRPERSON

PR. NO.: **0174-AM-22**

End User:

Dated: **02/04/2022**

PEO

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	pack	Battery, size AA, 2pcs/packet	12	816.00	68.00		
2	box	Paper Clip, 50mm, 100pcs per box	24	600.00	25.00		
3	pcs	Engineer's Field Book	100	9,000.00	90.00		
4	pcs	Flash Drive, 32GB	12	4,680.00	390.00		
5	pcs	SSD, 2.5", 240GB	2	4,980.00	2,490.00		
6	pcs	Sign Pen, gel type #0.7 (assrtd colors black & blue)	36	1,152.00	32.00		
7	pcs	Puncher with 2 holes	6	1,440.00	240.00		
8	ream	Paper, A4 size, multicopy, 70 - 80gsm	100	23,500.00	235.00		
9	ream	Paper, legal size, multicopy, 7-80gsm	100	25,000.00	250.00		
		GREEN PROC. TECHINCAL SPECIFICATIONS: (For item #8 & 9)					
		* can be recycled/ can be re-used					
		* preferably made of recycled materials , if not it must be sourced-out from a well manage tree plantation					
		* preferably at least Elemental Chlorine Free (ECF)					
		* Packaging must be recycled.					
10	gal	Alcohol, 4ltr/ gallon, 70% solution Isopropyl Alcohol (for external use only).	36	19,800.00	550.00		
		GREEN PROC. TCHNICAL SPECIFICATIONS:					
		* Non- used of Biohazard chemicals, but not limited to, ethylene-diamine-tetra- acetate (EDTA)					
		nor alkyl ethoxylates (APEO)					
		* Containers can be re-used/ recycled.					
		-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-					
		DELIVERY PERIOD: Seven (7) working days delivery period upon receipt of P.O.					
		Charges: 8751- PEO ADMIN. DIVISION 5-02-03-010 Office Supplies Expense NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		90,968.00			

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.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

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

CANVASSER:

Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)

Page 1 of 1

GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 7 WORKING 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. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED (EQUIPMENT ONLY)
7. IF APPLICABLE, BRAND NAME SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS REQUIRED TO OFFER ONE (1) BRAND ONLY. IN CASE OF THE BIDDER OFFERED MULTIPLE BRANDS, SAID BIDDER WILL BE AUTOMATICALLY DISQUALIFIED.
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. 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 PROPERLY SEALED
 - c. TAMPERED ENVELOPE
12. 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



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Matti, Digos City
Tele/Fax No. (082) 553-9579
Mobile Nos. 0908 332 2024 (Smart), 0905 229 0526 (Globe)
Email: bac.davaodelsur2@gmail.com

PGO-BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO QUOTE

Date: February 05, 2022

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 (Small Value Procurement)**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
VGO	0176-AM-22	Supply/Delivery of 20 pcs Water Dispenser	₱ 200,000.00	7 working days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain from the **Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City** from **8:00 a.m. – 4:00 p.m. Monday to Friday**.
3. Price Quotations must be delivered to the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City on or before **February 10, 2022 at 9:00 a.m.** using our prescribed Request for Quotation's form. Late bid shall not be accepted.
4. Request for Quotation's opening shall be **on February 10, 2022 at 10:00 a.m. via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd**. Using our prescribed Request for Quotation's form. Late bid shall not be accepted.
5. 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.
6. Bidder is required to offer (1) brand only. In case the bidder offered multiple brands, said bidder will be automatically disqualified.
7. The Provincial Government of Davao del Sur, reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.


For further information, please refer to:

The BAC Chairperson

Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

MS. NORJANNA M. CAMAGUIN, MPA

Head BAC Secretariat
Office of the BAC Secretariat
Room 4, Executive Building, Capitol Matti, Digos City
Email: 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


RAUL D. RADO, ENP
(PGDH-HRMO)
BAC Chairperson



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

BIDS AND AWARDS COMMITTEE
CANVASS/REQUEST FOR QUOTATION

Small Value Procurement (Sec 53.9)

February 4, 2022

(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 Room 4, Capitol Building, Mati, Digos City not later than **February 10, 2022 @ 9:00 AM**. Late submission of quotation shall not be accepted. Thank you.

Request for Quotation's opening shall be on **February 10, 2022 @ 10:00 AM** via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

NORJANNA M. DAMAGUIN, MPA
 LTOO-IV/Head-BAC Secretariat

Enp. RAUL D. RAUT

PGDH-HRMO / BAC CHAIRPERSON

PR. NO.: **0176-AM-22**

End User:

Dated: **02/04/2022**

VGO

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	pcs	WATER DISPENSER Hot and Cold Good quality brand Height: 3ft Top load water container Energy Efficient Compressor with cabinet	20	200,000.00	10,000.00		
		Charges: PROVINCIAL CAPITOL 1919-LGDF NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		200,000.00			

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.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

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

CANVASSER:

Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)

Page 1 of 1

GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 7 WORKING 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. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED (EQUIPMENT ONLY)
7. IF APPLICABLE, BRAND NAME SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS REQUIRED TO OFFER ONE (1) BRAND ONLY. IN CASE OF THE BIDDER OFFERED MULTIPLE BRANDS, SAID BIDDER WILL BE AUTOMATICALLY DISQUALIFIED.
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. 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 PROPERLY SEALED
 - c. TAMPERED ENVELOPE
12. 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



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Matti, Digos City
Tele/Fax No. (082) 553-9579
Mobile Nos. 0908 332 2024 (Smart), 0905 229 0526 (Globe)
Email: bac.davaodelsur2@gmail.com

PGO-BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO QUOTE

Date: February 05, 2022

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 (Small Value Procurement)**.

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PGO-Coliseum	0181-AM-22	Supply/Delivery of 5 units 24" Tripod type Industrial Fan	₱ 67,500.00	7 working days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain from the **Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City** from **8:00 a.m. – 4:00 p.m. Monday to Friday**.
3. Price Quotations must be delivered to the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City on or before **February 10, 2022 at 9:00 a.m.** using our prescribed Request for Quotation's form. Late bid shall not be accepted.
4. Request for Quotation's opening shall be **on February 10, 2022 at 10:00 a.m. via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd**. Using our prescribed Request for Quotation's form. Late bid shall not be accepted.
5. 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.
6. Bidder is required to offer (1) brand only. In case the bidder offered multiple brands, said bidder will be automatically disqualified.
7. The Provincial Government of Davao del Sur, reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The BAC Chairperson

Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

MS. NORJANNA M. CAMAGUIN, MPA

Head BAC Secretariat
Office of the BAC Secretariat
Room 4, Executive Building, Capitol Matti, Digos City
Email: 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


RAUL D. RAST, ENP
(PGDH-HRMO)
BAC Chairperson



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

BIDS AND AWARDS COMMITTEE
CANVASS/REQUEST FOR QUOTATION

Small Value Procurement (Sec 53.9)

February 4, 2022

(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 Room 4, Capitol Building, Mati, Digos City not later than **February 10, 2022 @ 9:00 AM**. Late submission of quotation shall not be accepted. Thank you.

Request for Quotation's opening shall be on **February 10, 2022 @ 10:00 AM** via Google Meet Application through this link: meet.google.com/ajm-bjbx-yjd. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

NORJAMNA M. CAMAGUIN, MPA
 LTOO-IV/Head-BAC Secretariat

Enp. RAUL D. RAUT

PGDH-HRMO / BAC CHAIRPERSON

PR. NO.: **0181-AM-22**

End User:

Dated: **02/04/2022**

PGO-Coliseum

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	Unit	24" Tripod type Industrial Fan * Power speed 380kmz * 220V * 3-Speed push button switch * With built-in Thermal fuse * With height adjustment	5	67,500.00	13,500.00		
		Charges: Gen-Fund/DDSSCBCC 5-02-03-990 - 8999 NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		67,500.00			

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.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

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

CANVASSER:

Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)

GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 7 WORKING 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. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED (EQUIPMENT ONLY)
7. IF APPLICABLE, BRAND NAME SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS REQUIRED TO OFFER ONE (1) BRAND ONLY. IN CASE OF THE BIDDER OFFERED MULTIPLE BRANDS, SAID BIDDER WILL BE AUTOMATICALLY DISQUALIFIED.
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. 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 PROPERLY SEALED
 - c. TAMPERED ENVELOPE
12. 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