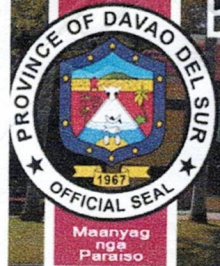


PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)
Telefax: (082) 553-9579

Website: www.davaodelsur.gov.ph/pgo-bac

Email Add.: bac.davaodelsur2@gmail.com/sbacdavaodelsur@gmail.com



I Love Davao del Sur

FOR: WOULD-BE BIDDERS / SUPPLIERS and END-USERS
FROM: BIDS AND AWARDS COMMITTEE (BAC)
WHAT: ADVISORY
DATE: MARCH 17, 2023

ALL Bidders/Suppliers are hereby informed and required to **submit the company's OFFICIAL EMAIL ADDRESS** which shall be used to communicate with the Bids and Awards Committee.



Procurement documents and communications will be sent or received through the said company's email address. Use of email address other than the official email address accredited by the BAC through the Procurement Management Office will not be recognized or acknowledged.

Please be advised that Purchase Order (P.O.) sent to the accredited email address of the bidder is considered duly received on the date when the email was made, regardless if the bidder acknowledges it or not. The date of when the P.O. was emailed to the bidder shall be reflected in the Purchase Order upon actual signing in the Procurement Management Office.

To accredit your email address, kindly fill-out the form below and submit the same to bac.davaodelsur2@gmail.com or to the Procurement Management Office at Room 4, Executive Building, Capitol Compound, Matti, Digos City.

END-USERS AND SUPPLIERS are also informed as to the changes made in the RFQ/Canvass Form which is attached herewith. **The changes are marked RED.**

For your information and guidance.


DESSAMIE BUAT-SANCHEZ, CPA, J.D.
Provincial Budget Officer
BAC Chairperson 

COMPANY NAME:	
ADDRESS:	
OWNER / CEO / PRESIDENT:	
AUTHORIZED REPRESENTATIVES:	
CONTACT NOS.:	
EMAIL ADDRESS:	

Submitted by:

Signature over Printed Name and Date

Designation



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)

(DATE) _____

 (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 **@ 9:00 AM:**

Advance Dropping (before @ 9:00 AM) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.
 Date of Opening (@ 9:00 AM) – 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.: _____ End User: **DESSAMIE BUAT-SANCHEZ, CPA, JD**
 Dated: _____ 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
		Charges:					

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

Canvasser: _____
 Name & Signature

Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ

HOW DID YOU SECURE THE RFQ/CANVASS FORM?
 KIND CHECK THE APPROPRIATE BOX

 Name & Signature of proprietor or its duly Authorized Representative

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

 VALID ID

 Telephone/Cellphone No. and 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, DIGOSCITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ATLEAST 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 ALLOWED TO OFFER MAXIMUM OF TWO (2) BRANDS ONLY. BAND 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 QUOTATION/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 EMAIL ADDRESS