



PGO - BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID FOR Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **General Fund 2022 and Special Education Fund 2022** intends to apply the sum of **₱ 44,580.00** being the ABC to payments under the contract for **IB No. G-092-22C (PVET, PGO-SEF)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Provincial Government of Davao del Sur** now invites bids for the above Procurement Project. Delivery of the Goods is required by: **7 working days**. Bidders should have completed, **for the last 3 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Provincial Government of Davao del Sur** and inspect the Bidding Documents at the address given below during **8:00 A.M. – 4:00 P.M., Monday to Friday**:

MS. NORJANNA M. CAMAGUIN, MPA
Head of BAC Secretariat
Office of the BAC Secretariat
Room 4, Executive Building, Capitol Matti, Digos City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 03, 2022 – March 10, 2022** at the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City and **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 500.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**



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6. Bids must be duly received by the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City through manual submission on or before **March 10, 2022 at 9:00 A.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **March 10, 2022 at 10:00 A.M. via Google Meet Application through this link: meet.google.com/ajm-bxbj-yjd**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
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. 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
Rm. 4 Executive Building, Capitol Matti, Digos City
Email Address: bac.davaodelsur2@gmail.com
Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)
Telefax: (082) 553-9579

11. You may visit the following websites:

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

March 02, 2022

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

BY AUTHORITY OF THE BAC CHAIRPERSON:

MS. NORJANNA M. CAMAGUIN, MPA
Head BAC Secretariat
Office of the BAC Secretariat



PURCHASE REQUEST
 ROVINCIAL GOVERNMENT OF DAVAO DEL SUR
 Matti, Digos City

PR Id.: PVO-OFFICE SUPPLIES

Control No.:

Department: PVET P.R No.: **0334-0222** Date Controlled: **FEB 23 2022** Date P.R. Prepared: **02/11/2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Roll	Tape, masking, width: 24mm (+1mm)	3	60.00	180.00
2	Roll	Tape, masking, width: 48mm (+1mm)	3	80.00	240.00
3	Roll	Tape, transparent, width: 48mm (+1mm)	3	80.00	240.00
4	roll	Tape, transparent, width: 24mm (+1mm)	3	60.00	180.00
5	Ream	Paper, Multi-copy, 80 gsm size 210mm x 297 mm (A4)	16	260.00	4,160.00
6	Ream	Paper, Multi-copy, 70 gsm size 216mm x 330 mm (Legal)	15	280.00	4,200.00
7	Ream	Bond Paper-sub 16 short (white) 8.5" x 11" (can be recycled/can be re-used)	5	220.00	1,100.00
8	Box	PAPER CLIP, vinyl/plastic coated, 50mm	10	60.00	600.00
9	Box	Staple Wire, standard,#35, 5000's/box	10	80.00	800.00
10	Box	Fastener, metal, 70mm, 50 sets/box	10	80.00	800.00
11	Pack	ENVELOPE, Expanding, Kraft, Legal 100pcs/pack	1	1,800.00	1,800.00
12	Pc	Correction Tape (8mm), Single Pack	20	65.00	1,300.00
13	Pc	Flash drive 16GB Capacity	1	450.00	450.00
14	Pc	664-Black- EPSON L360 Series	10	390.00	3,900.00
15	Pc	664-Cyan- EPSON L360 Series	4	390.00	1,560.00
16	Pc	664-Magenta- EPSON L360 Series	4	390.00	1,560.00
17	Pc	664-Yellow- EPSON L360 Series	4	390.00	1,560.00
18	Pc	Long Size Expandable Folder Color: Green	20	20.00	400.00
19	Ream	Folder, Long, Brown (100pcs/ream)	1	800.00	800.00
20	Pc	1TB External Hard Drive	1	3,500.00	3,500.00
21	Pc	MOUSE, OPTICAL, USB connection type	2	550.00	1,100.00
22	Pc	Standard Mouse Pad	3	100.00	300.00
23	Pc	2mp camera dome with audio	1	1,000.00	1,000.00
24	Pc	USB Wired Keyboard	2	550.00	1,100.00
25	Pc	Magazine file Box, Large	5	280.00	1,400.00
26	Pc	Record Book, 500 pages, size 214mm x 278mm min	5	150.00	750.00

Charges:
 Charge: 2022 Livestock and Poultry Dev't Program REGULAR FUND -
 8721 Under Office Supplies Expenses Account Code: 5-02-03-010

BIDS & AWARDS COMMITTEE (BAC)
TECHNICAL WORKING GROUP
 SPECIAL SPECS CONTROLLED
 DATE: 2022-02-16

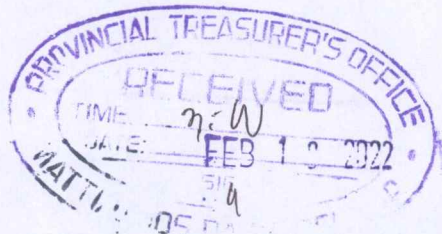
BIDS & AWARDS COMMITTEE (BAC)
AC SECRETARIAT
 COVERED UNDER APP 20
 CONTROLLED BY
 DATE: 2/23/22

G-092-22C
Total: 44,580.00
St: 03-10-22

Total : P 34,980.00

Purpose: For use of PVO

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name: CATHERINE S. RESURRECCION, DVM	FARAH GEMMA V. BIDAN, CPA	MARC DOUGLAS IV CHAN CAGAS
Designation: PROVINCIAL VETERINARIAN	Provincial Treasurer	Governor BY AUTHORITY OF THE GOVERNOR
Date:	# 442 FEB 18 2022	<i>[Signature]</i> CHRISTOPHER T. TAN REG. DIR. PVO



PURCHASE REQUEST
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR
 Mail, Digos City



PR 141 PVO-OFFICE SUPPLIES

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
2	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
3	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
4	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
5	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
6	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
7	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
8	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
9	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
10	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
11	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
12	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
13	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
14	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
15	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
16	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
17	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
18	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
19	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
20	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
21	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
22	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
23	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
24	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
25	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
26	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
27	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
28	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
29	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00
30	Roll	Copy paper 8 1/2 x 11 (40 lbs)	1	80.00	80.00

Change: 122 Livestock and Poultry Development Project (REPLAS FUND)
 121 Under Office Supplies Expenses Account Code: 8-01-02-010

TECHNICAL WORKING GROUP
FORWARDS COMMITTEE

DATE: _____

DESSAMIE BUAT - SANLHEL, LMI
 PROVINCIAL BUDGET OFFICER

GENERAL FUND

Total: P 14,880.00 For use of PVO

Signature	Position	Date
CHRISTOPHER T. TAN	PROVINCIAL BUDGET OFFICER	FEB 17 2022
_____	_____	_____
_____	_____	_____

REMAINING

24,080

24,080

24,000

FEB 17 2022

488

Provincial Budget Office


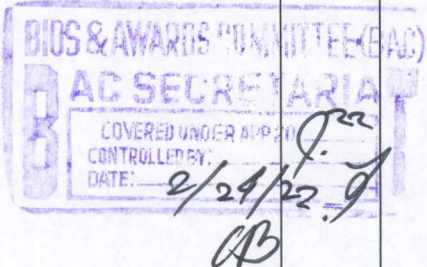
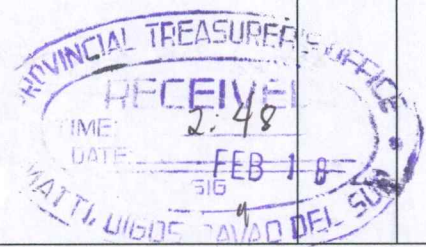


PURCHASE REQUEST

ROVINCIAL GOVERNMENT OF DAVAO DEL SUR
Matti, Digos City

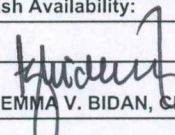
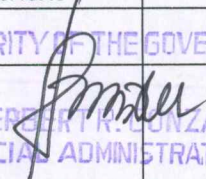

PR Id.: BOND PAPER-sef
Control No.:

Department: SEF P.R. No.: **0357-0022** Date Controlled: **FEB 24 2022** Date P.R. Prepared: **02/10/2022**
Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	reams	Bond Paper A4 70 GSM -can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced out from well- manage tree plantation -preferably at least Elemental Chlorine-free (ECF) -packaging must be recyclable Charges: Special Education Fund 5-02-03-010 (Office Supplies) SEF Resolution #01 S. of 2022 # 5.52 and 5.90 BIDS & AWARDS COMMITTEE (BAC) TECHNICAL WORKING GROUP TECHNICAL SPECS CONTROLLED BY:  2022-02-16  	40	240.00	9,600.00

Total : P 9,600.00

Purpose: For distribution to different public schools within the province of Davao del Sur

Requested by:	Cash Availability:	Approved by:
Signature:		
Printed Name:	MARC DOUGLAS IV CHAN CAGAS	FARAH GEMMA V. BIDAN, CPA
Designation:	Governor	Provincial Treasurer
Date:	 ATTY. HERBERT R. GONZALES PROVINCIAL ADMINISTRATOR #441	 ATTY. HERBERT R. GONZALES PROVINCIAL ADMINISTRATOR FEB 18 2022

SPECIAL EDUC. FUND

[Signature]
JESSAMIE BUAT-SANCHEZ, CPA
PROVINCIAL BUDGET OFFICER

* Add on process

REMAINING BALANCE	11,000
LESS THE	9,600
ALLOTMENT	1,400
DATE: FEB 17 2022	
CONTROL NO. 495	
Provincial Budget Office	