

# PROCUREMENT MANAGEMENT OFFICE

## BIDS AND AWARDS COMMITTEE

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)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

*I Love Davao del Sur*

### NEGOTIATED PROCUREMENT – TWO FAILED BIDDING

Date: October 13, 2023

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all suppliers to apply to bid for the following goods:

Office	IB No.	Description	ABC	Sources	Delivery Schedule
PBO	G-179-23	Supply/Delivery of Toner (Please see attached RFQ)	₱ 83,000.00	General Fund	10 calendar days

***\*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.***

2. Bidding/Negotiation 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 and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
3. Bidders should be a Platinum PhilGEPS registered.
4. Interested bidders may obtain further information from the Provincial Government of Davao del Sur at the address given below from **8:00 am-4:00 pm, Mondays to Friday:**

**The BAC Chairperson**

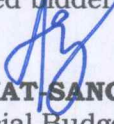
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**

Chief Administrative Officer  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph) & [shorturl.at/kyCK0](http://shorturl.at/kyCK0)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526  
Smart 0908-332-2024

5. Negotiation shall be on **October 19, 2023 at 9:00 am, Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur.**
- Advance dropping (**before October 19, 2023**) - Room 4, Procurement Management Office (Goods), Capitol Building, Matti, Digos City.
  - Date of Opening **October 19, 2023** - Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.

6. 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.

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



Republic of the Philippines  
PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City  
BIDS AND AWARDS COMMITTEE  
CANVASS/REQUEST FOR QUOTATION  
Negotiated Procurement - After 2 Failed Biddings (Sec 53.1)

PROOF OF SERVICE/ACKNOWLEDGEMENT:

P.R. No.: 1316-CB-23  
End User: PBO  
I.B. No.: G-179-23

Date: September 19, 2023  
Opening Date: October 19, 2023

(SEE ATTACHED RFQ FOR DETAILS)

COMPANY NAME:

PRINTED NAME & SIGNATURE:

Bidder / Supplier 1.

Address:

Bidder / Supplier 2.

Address:

Bidder / Supplier 3.

Address:

Bidder / Supplier 4.

Address:

Bidder / Supplier 5.

Address:

Bidder / Supplier 6.

Address:

Bidder / Supplier 7.

Address:

NOTE: (Under Company Name, if possible use Rubberstamps)

Canvasser:

\_\_\_\_\_

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

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

**Negotiated Procurement - After 2 Failed Biddings (Sec 53.1)**

**October 12, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1316-CB-23**

End User:

**DESSAMIE BUAT-SANCHEZ, CPA, JD**

Dated: **09/19/2023**

**PBO**

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	PC	TONER TN228C GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
2	PC	TONER TN228M GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
3	PC	TONER TN228Y GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
4	PC	TONER TN228K GENUINE-DEVELOP INEO+226I	1	11,000.00	11,000.00		
5	PC	DRUM DR218K GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
		<b>Charges: PBO 1071 CY 2023 OFFCIE SUPPLIES EXPENSES 5-02-03-010</b> Purpose/Remarks: FOR PBO USE NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		<b>83,000.00</b>			

**IMPORTANT NOTE:**

Suppliers are hereby required to submit the minimum eligibility requirements together with the RQF/CANVASS form. Please see the attached letter for the list of eligibility documents to be submitted. Failure to submit the required documents is a ground for outright disqualification of your bid participation.

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:**

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

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

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

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

Valid ID

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



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

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

**Negotiated Procurement - After 2 Failed Biddings (Sec 53.1)**

**October 12, 2023**

(Company Name & Address)

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PR. NO.: **1316-CB-23**

End User:

**DESSAMIE BUAT-SANCHEZ, CPA, JD**

Dated: **09/19/2023**

**PBO**

PGDH-PBO / BAC CHAIRPERSON

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2	PC	TONER TN228M GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
3	PC	TONER TN228Y GENUINE-DEVELOP INEO+226I	1	18,000.00	18,000.00		
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- Sent through BAC Email
- Downloaded through Davao del Sur Website

Valid ID

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

October 13, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

This has reference to **I.B No. G-179-23** with **PR No. 1316-CB-23** for the **Supply/Delivery of Toner** with an **ABC of P 83,000.00**, which will be opened on **October 19, 2023**, Under **Negotiated Procurement – Two Failed Biddings**. You are hereby required to submit the following eligibility documents:

**1. Legal Requirements:**

- 1.1) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
- 1.2) Mayor's Business Permit
- 1.3) Valid PhilGEPS Registration Certificate (Platinum Membership)
- 1.4) Tax Clearance per E.O No. 398, s. 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

**2. Technical Documents:**

- 2.1) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (as of 7 calendar days), with supporting documents as indicated in the prescribed form as attached, which said form must be properly filled-out (**Prescribed Form attached**)
- 2.2) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the Contract to be bid within the last three years (3), with supporting documents as indicated in the prescribed form as attached, which said form must be properly filled-out. (**Prescribed Form attached**)
- 2.3) Bid Security in the form of the following:
  - Cash or Cashier's/Manager's check (2%)
  - Bank Guarantee/Draft or Irrevocable Letter of Credit (2%)
  - Surety Bond (5%) (submit a certification issued by the Insurance Commission)
  - Notarized Bid Securing Declaration (**Prescribed Form attached**)
- 2.4) Compliance as to Technical Specifications with Brochure (**Form attached**)
- 2.5) Production/delivery schedule (**Form attached**)
- 2.6) Manpower requirements
- 2.7) After sales service/parts/warranty/return policy
  - Minimum of 3 months in the case of expendable supplies from the date of acceptance of the delivered supplies.
  - Minimum of 1 year in the case of non-expendable supplies from the date of acceptance of the delivered supplies.
  - Medicines Expiration – Minimum of 1 year from the date delivery
- 2.8) Original duly signed Omnibus Sworn Statement (OSS);  
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (**Prescribed form attached**)

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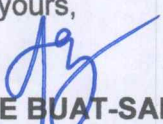
**3. Financial Documents:**

- 3.1) The supplier's audited financial statements, showing, among others, the Supplier's total and **Current assets;**
  - and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the
  - preceding calendar year which should not be earlier than (2) years from the date of bid submission
- 3.2) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or a committed Line of;
  - Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

You are advised to submit the abovementioned eligibility documents together with your RFQ/Canvass Form. Failure to submit the required documents or a finding against the veracity thereof, shall disqualify the bidder for award. In the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of RIRR of R.A 9184.

Also attached herewith are the various prescribed forms for your ready reference.

Very truly yours,

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

*Handwritten initials*

Received by the Bidder:

Printed Name and Signature \_\_\_\_\_  
Date: \_\_\_\_\_

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-179-23 (Two-Failed Bidding)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 1316-CB-23 (PBO)				
1	TONER TN228C GENUINE-DEVELOP INEO+226I	1	PC		
2	TONER TN228M GENUINE-DEVELOP INEO+226I	1	PC		
3	TONER TN228Y GENUINE-DEVELOP INEO+226I	1	PC		
4	TONER TN228K GENUINE-DEVELOP INEO+226I	1	PC		
5	DRUM DR218K GENUINE-DEVELOP INEO+226I	1	PC		
	*****				

**IMPORTANT NOTE:**

Suppliers are hereby required to submit the minimum eligibility requirements together with the RQF/CANVASS form. Please see the attached letter for the list of eligibility documents to be submitted. Failure to submit the required documents is a ground for outright disqualification of your bid participation.

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**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

AEB NO.:

Date of Opening: October 19, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	PR# 1316-CB-23(PBO)				
1	TONER TN228C GENUINE-DEVELOP INEO+226I		1	PC	
2	TONER TN228M GENUINE-DEVELOP INEO+226I		1	PC	
3	TONER TN228Y GENUINE-DEVELOP INEO+226I		1	PC	
4	TONER TN228K GENUINE-DEVELOP INEO+226I		1	PC	
5	DRUM DR218K GENUINE-DEVELOP INEO+226I		1	PC	
	*****				

**IMPORTANT NOTE:**

Suppliers are hereby required to submit the minimum eligibility requirements together with the RQF/CANVASS form. Please see the attached letter for the list of eligibility documents to be submitted. Failure to submit the required documents is a ground for outright disqualification of your bid participation.

2



Name of the Procuring Entity: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

**List of all On-going Government & Private Contracts including contracts awarded but not yet started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract / Location	a)Owner's Name b)Address c)Telephone No.	Nature of Work	Bidder's Role		a)Date Awarded b)Date Started c)Date of Completion		% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%	Planned	Actual			
Government									
Private									
Total Cost									P

Note: This Statement shall be supported with:  
**Notice of Award and/or Contract/Job Order**

Submitted by \_\_\_\_\_

(Printed Name & Signature)

Designation \_\_\_\_\_

Date \_\_\_\_\_

### Statement of Single Largest Completed Contract (SLCC)

(Similar in Nature for the Last 3 years)

Name of Project/Contract: \_\_\_\_\_

IB No. \_\_\_\_\_

Location: \_\_\_\_\_

Name of Contract / Location Project Cost	a) Owner's Name b) Address c) Telephone No.	Nature of Work	Bidder's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Date Started c) Date of Completion
			Description	%		

Note: This statement shall be supported with:

1. Contract/Purchase Order
2. Certificate of Completion/Acceptance or Inspection and Acceptance Report or Official Receipts

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*