



Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Rm. 4 Executive Building, Barangay Matti, Digos City  
Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)  
Telefax: (082) 553-9579 / Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

## PGO - BIDS AND AWARDS COMMITTEE (BAC)

### NEGOTIATED PROCUREMENT – TWO FAILED BIDDING

Date: October 26, 2022

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
PLO PBO CSU PGO-OSP	G-352-22C	Supply/Delivery of Office Supplies	₱ 120,398.00	General Fund General Fund General Fund LGDF-General Fund	10 calendar days

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)  
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 **November 03, 2022 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 November 03, 2022**) - Room 4, Office of the BAC Secretariat, Capitol Building, Matti, Digos City.
- Date of Opening (**November 03, 2022**) - 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

I LOVE DAVAO DEL SUR



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 25, 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 the following not later than **November 03, 2022 @ 9:00 AM:**

Advance Dropping (before **November 03, 2022**) - Room 4, Office of the BAC Secretariat, Capitol Building, Mati, Digos City.  
 Date of Opening (**November 03, 2022**) – 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.: **1703-CB-22**  
 Dated: **09/27/2022**

End User:  
**PLO**

**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	Bottle	Ink Refill (Genuine) 003 Black, 65ml (For Epson printer)	4	1,642.00	410.50		
2	Bottle	Ink Refill (Genuine) 003 cyan, 65ml (For Epson printer)	4	1,642.00	410.50		
3	Bottle	Ink Refill (Genuine) 003 magenta, 65ml (For Epson printer)	4	1,642.00	410.50		
4	Bottle	Ink Refill (Genuine) 003 Yellow, 65ml (For Epson printer)	4	1,642.00	410.50		
5	Pcs	Sign Pen (0.7) black	100	5,350.00	53.50		
6	Pcs	External hard drive 1 TB	1	4,600.00	4,600.00		
		<b>Charges: PGO-PLO 1131- Office Supplies Expenses (5-02-03-010)</b>		<b>16,518.00</b>			
		Purpose/Remarks: For the use of PGO - PLO NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.					

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 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. 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. 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
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



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

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

**October 25, 2022**

(Company Name & Address)

Sir/madam:

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PR. NO.: **1704-CB-22**  
 Dated: **09/27/2022**

End User:  
**PBO**

**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	PCS	EXTERNAL HARD DRIVE 1TB	2	7,000.00	3,500.00		
2	BOX	PERMANENT MARKER(BLUE&BLACK) 12PCS/BOX	2	1,920.00	960.00		
3	REAM	ALLPURPOSE BOND PAPER-LONG 80GSM -CAN BE RECYCLED/CAN BE RE-USED	15	4,800.00	320.00		
		<b>Charges: 1071 PBO CY 2022 OFFICE SUPPLIES 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>13,720.00</b>			

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.

1TR/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 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. 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. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
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**BIDS AND AWARDS COMMITTEE**  
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**Negotiated Procurement - After 2 Failed Biddings (Sec 53.1)**

**October 25, 2022**

(Company Name & Address)

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PR. NO.: **1705-CB-22**  
 Dated: **09/27/2022**

End User:  
**CSU**

**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	Paper Multicopy Legal 80 gsm	30	9,000.00	300.00		
2	reams	Paper Multicopy Short 80 gsm	10	2,500.00	250.00		
3	pieces	Record Book 300 pages	20	1,680.00	84.00		
4	pieces	Record Book 500 pages	5	800.00	160.00		
5	pieces	Folder Legal Size	100	700.00	7.00		
6	pieces	Clear Book Legal 20 transparent pocket	5	400.00	80.00		
7	pieces	Envelop Documentary Legal	100	900.00	9.00		
		- can be recycled/ can be re-used, preferably recycled materials if not, it must be source out from a well- mannered Three Plantation, preferably at least Elemental Chlorine Free (ECF) packaging must be recycled.					
8	pieces	INK #003 Magenta 70ml- genuine	4	1,400.00	350.00		
9	pieces	INK #003 Cyan 70ml genuine	4	1,400.00	350.00		
10	pieces	INK #003 Yellow 70ml genuine	4	1,400.00	350.00		
11	pieces	INK #003 Black 70ml genuine	8	2,800.00	350.00		
12	pieces	INK #664 Magenta 70ml genuine	4	1,400.00	350.00		
13	pieces	INK #664 Cyan 70ml genuine	4	1,400.00	350.00		
14	pieces	INK #664 Yellow 70ml genuine	4	1,400.00	350.00		
14	pieces	INK #664 Yellow 70ml genuine	4	1,400.00	350.00		
15	pieces	INK #664 Black 70ml genuine	8	2,800.00	350.00		
15	pieces	INK #664 Black 70ml genuine	8	2,800.00	350.00		
16	pieces	Ballpen Black	300	2,400.00	8.00		
17	pieces	Sign Pen High-Tech Black liquid w/ metal clip 1.7 point size	15	900.00	60.00		
18	pieces	Correction Tape Roller 5mm x 30m	15	975.00	65.00		
19	piece	Rubber Stamp: Certified Machine Copy PCSMO-CSU 2 1/2 inch	1	350.00	350.00		
20	piece	Wood Rubber Stamp: Supporting Papers Voucher No. 2 1/2 inch	1	350.00	350.00		
21	piece	Wood Rubber Stamp: RICHE LEI M. NUESCA, MPA Assistant Provincial Warden 2 1/2 inch	1	350.00	350.00		
22	piece	Wood Rubber Stamp: SGII ALLAN FUENTES CSU Supply Officer-D	1	350.00	350.00		

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TR/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)

ANVASSER:

Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)

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  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING

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

DATE

NO. 1234567

Name & Signature of Government



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 25, 2022**

(Company Name & Address)

Sir/madam:

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PR. NO.: **1705-CB-22**  
 Dated: **09/27/2022**

End User:  
**CSU**

**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
23	piece	2 1/2 inch Wood Rubber Stamp: SOIII WILFRANDO D. YBAÑEZ OIC-CSU 2 1/2 inch	1	350.00	350.00		
		Charges: <b>MOOE:5-02-03-010</b> <b>CODE:1013</b> Purpose/Remarks: For the use of Provincial Civil Security Unit NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		<b>40,205.00</b>			

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

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Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)



# GENERAL CONDITION



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October 25, 2022

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PR. NO.: **1707-CB-22**  
 Dated: **09/27/2022**

End User:  
**PGO-OSP**

**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	REAM	PAPER, MULTI-PURPOSE, LEGAL 70 gsm *Can be recycled/ can be re-used *Preferably made of recycled materials; if not, must be sourced-out from a well-managed tree plantation. *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recycled	75	24,000.00	320.00		
2	REAM	PAPER, MULTI-PURPOSE, A4 70 gsm *Can be recycled/ can be re-used *Preferably made of recycled materials; if not, must be sourced-out from a well-managed tree plantation. *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recycled	75	22,500.00	300.00		
3	PIECE	TAPE, TRANSPARENT, WIDTH: 24 mm	10	450.00	45.00		
4	PIECE	TAPE, TRANSPARENT, WIDTH: 48 mm	10	800.00	80.00		
5	PIECE	DOUBLE SIDED TAPE, 1.5 cm	5	325.00	65.00		
6	PIECE	SCISSORS (BIG), STAINLESS STEEL, 7 INCHES	5	600.00	120.00		
7	PIECE	SIGN PEN (BLACK), LIQUID/GEL INK, 0.5 mm NEEDLE TIP	40	1,280.00	32.00		
		Charges: <b>LGDF - GEN FUND - CY 2022 LIVELIHOOD DEVELOPMENT PROGRAM</b> <b>ACCOUNT CODE: 5-02-03-010</b> <b>RESPONSIBILITY CENTER: 8914</b> Purpose/Remarks: TO BE USED IN LIVELIHOOD DEVELOPMENT PROGRAM. NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		<b>49,955.00</b>			

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

CANVASSER:

Valid ID

Name & Signature of Canvasser

(Telephone, Cellphone No. Or Email Address)



# GENERAL CONDITION

Negotiated Procurement - After 2 Failed Biddings (Sec 52.1)

October 28, 2022

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. 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. 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
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

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

Valid to

CANVASSER

(Telephone, Cellphone No. Or Email Address)

Name & Signature of Canvasser