



Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Barangay Matti, Digos City, Davao del Sur

BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO QUOTE

Date: December 07, 2020

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all interested 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-OSP Anti Illegal Drug Program	1300	Supply/Delivery of Multifunction Color Photocopier Machine	P200,000.00	30 calendar days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain information from the **Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City from 8:00 a.m. - 12:00 noon, 1:00 p.m. - 5:00 p.m. Mondays to Fridays.**
3. Price Quotations must be delivered to the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City on or before **December 11, 2020 at 09:00 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 December 11, 2020 at 10:00 a.m. Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.** Request for Quotations will be opened in the presence of the Bidders who choose to attend.
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
Tel/Fax: (082) 553-9579
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Globe 0905-229-0526
Smart 0908-332-2024

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

BY THE AUTHORITY OF THE BAC CHAIRPERSON:


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

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

BIDS AND AWARDS COMMITTEE
CANVASS/REQUEST FOR QUOTATION
For Shopping & Small Value Procurement

12/07/2020

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 Room 4, Capitol Building, Mati, Digos City not later than December 11, 2020 at 09:00 AM. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on December 11, 2020 at 10:00 AM Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you

PR. No.: 1300-AM-20

Dated: 10/12/2020

NORJANNA M. CAMAGUN, MPA
 LTOO IV / HEAD, BAC SECRETARIAT

RAUL D. RAUT, ENP
 PGDH-HRMO / 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	piece	Multifunction Color Copier Machine Specifications: -Print, Copy, Scan -Automatic Reversing Document Feeder (ARDF) -Paper sizes up to A3 -Atleast 2GB Memory -Atleast 250GB Hard Disk -Atleast 20ppm (color/black & white) speed -Built-in USB Slot Interface - 2 Trays and 1 bypass trays - Compatible to standard O.S - LAN, Bluetooth and WiFi Connectivity - 1 year parts warranty and lifetime free service maintenance -Delivery period: 30 calendar days GREEN SPECS: -compliant to ENERGY STAR requirements (currently version 2.0 for imaging equipment - with user instructions for green performance management Account Code: 01-07-05-020 responsibility Center: 7919-17 Charges: Anti-illegal Drug Campaign Program LGDF-Gen. Fund ey-2020	1	200,000.00	200,000.00		
		***** Purpose/Remarks: To be used for MAPALAD project. NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		200,000.00			
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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 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 E-mail Address)