



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: February 01, 2021

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** ([Shopping B Section 52.1 (b)]).

OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
SP-Secretariat	0120	Supply/Delivery of Office Supplies	P55,005.00	7 working days	PGSO Warehouse	Shopping B Section 52.1 (b)

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 **February 05, 2021 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 February 05, 2021 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](mailto: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](mailto:bac.davaodelsur2@gmail.com)  
Tel/Fax: (082) 553-9579  
Mobile:  
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**  
 Matti, Digos City  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
**SHOPPING B (52.1b)**

02/01/2021

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, Matti, Digos City not later than February 05, 2021 at 09:00 AM. Late submission of quotation shall not be accepted

Request for Quotation's opening shall be on February 05, 2021 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.: 0120-AM-21

Dated: 01/26/2021

NORJANNA M. CAMAGUIN, MPA 47  
 ITOO-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	pack	BATTERY AA, 2PCS./PACK	10	600.00	60.00		
2	pack	BATTERY AAA, 2PCS/PACK	10	790.00	79.00		
3	PC	CORRECTION TAPE, 5mmx10m	25	925.00	37.00		
4	pc.	CORRECTION PEN, 7ML.	15	750.00	50.00		
5	BOX	ENVELOPE DOCUMENTARY, LEGAL SIZE, 500pcs./box	1	2,550.00	2,550.00		
6	BOX	ENVELOPE EXPANDING, LEGAL SIZE, 100pcs./box	1	1,950.00	1,950.00		
7	PACK	FOLDER TAGBOARD, LEGAL SIZE, 100pcs/pack	2	1,340.00	670.00		
8	PC	MARKING PEN, PERMANENT, BLACK, refillable	5	250.00	50.00		
9	SET	MARKER, FLOURESCENT, 3 ASSORTED COLORS/SET	5	300.00	60.00		
10	PC	MARKING PEN FOR WHITEBOARD, BLACK	3	210.00	70.00		
11	BOX	PAPER FASTENER, NON-RUST METAL, 50 pcs./box	20	1,920.00	96.00		
12	REAM	PAPER BOND, ORDINARY, short, subs. 16	10	1,900.00	190.00		
13	REAM	PAPER BOND, ORDINARY, LEGAL, subs. 16	25	5,000.00	200.00		
14	REAM	PAPER FOR PPC, A4	10	2,400.00	240.00		
15	REAM	PAPER FOR PPC, LEGAL	30	8,100.00	270.00		
16	REAM	PAPER MULTICOPY, LEGAL	30	8,100.00	270.00		
17	REAM	PAPER MULTICOPY, A4 (ALL PAPERS) -can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF) -packaging must be recycled	15	3,600.00	240.00		
18	DOZEN	PENCIL LEAD, MEDIUM SIZE	3	330.00	110.00		
19	PC	SIGN PEN, BLACK, gel, 0.5mm	25	750.00	30.00		
20	PC	BALLPEN, BLACK	40	320.00	8.00		
21	SHEET	CARBON PAPER, BIG, 14X22	30	1,500.00	50.00		
22	SHEET	BLACK FORM PAPER, 12 3/4 X20 INCHES	100	1,700.00	17.00		
23	PC	FLASHDRIVE, 16 GB	3	1,440.00	480.00		
24	PC	FLASHDRIVE, 8 GB	5	2,000.00	400.00		
25	PC	INK, T6441, BLACK	6	1,980.00	330.00		
26	PC	INK, T6442, CYAN	4	1,320.00	330.00		
27	PC	INK, T6443, MAGENTA	4	1,320.00	330.00		

PAGE 1 OF 2

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)

Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Matti, Digos City  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
**SHOPPING B (52.1b)**

02/01/2021

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, Matti, Digos City not later than February 05, 2021 at 09:00 AM. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on February 05, 2021 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.: 0120-AM-21

Dated: 01/26/2021

**NORJANNA M. CAMAGUIN, MPA**  
 100-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
28	PC	INK, T6444, YELLOW	4	1,320.00	330.00		
29	PC	GLUE, ALL PURPOSE, 200 GRAMS. MIN.	5	340.00	68.00		
		CHARGES: SP SECRETARIAT 1022: 5-02-03-010 OFFICE SUPPLIES EXPENSE					
		***** For the use of Sangguniang Panlalawigan SP-Secretariat, this province.  NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		55,005.00			

PAGE 2 OF 2

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)

## ***GENERAL CONDITION***

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 7 WORKING 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 REQUIRED TO OFFER ONE (1) BRAND ONLY. IN CASE THE BIDDER OFFERED MULTIPLE BRANDS, SAID BIDDER WILL BE AUTOMATICALLY DISQUALIFIED.
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.