



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: January 25, 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
PGO-SBAC	0088	Supply/Delivery of Office Supplies	P112,355.00	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 **January 29, 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 January 29, 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

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
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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
SHOPPING B (52.1b)

01/25/2021

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, Mati, Digos City not later than January 29, 2021 at 09:00 AM. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on January 29, 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.: 0088-AM-21

Dated: 01/18/2021

NORJANNA M. CAMAGUIN, MPA
 LTOO-IV/Head-BAC Secretariat

RAUL D. RAUT, ENP /M

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	ream	Book Paper, A4 70gsm(210mmx297mm)	250	60,000.00	240.00		
2	ream	Book Paper, Legal 70gsm(216mmx330mm) Green Specifications: -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 recyclable.	88	23,760.00	270.00		
3	Pc.	Marker High Lighter (color: yellow and green)	10	400.00	40.00		
4	bottle	003 Black Ink (Epson L3110)(Genuine) 65 ml	10	3,300.00	330.00		
5	bottle	003 Yellow Ink (Epson L3110)(Genuine) 65ml	10	3,300.00	330.00		
6	bottle	003 Magenta (Epson L3110) (Genuine) 65 ml	10	3,300.00	330.00		
7	bottle	003 Cyan (Epson L3110) (Genuine) 65 ml	10	3,300.00	330.00		
8	box	Fastener steel 50/box (long)	5	1,250.00	250.00		
9	Pc.	Notebook stenographer's, GSP bond, 40 leaves, 55gsm	20	700.00	35.00		
10	Pcs.	DATA FILE BOX, made of chipboard, with close ends	10	4,200.00	420.00		
11	roll	Double sided-tape (1 inch roll)	5	325.00	65.00		
12	roll	Scotch tape (1 inch roll) Transparent	5	185.00	37.00		
13	roll	Packaging Tape (2 inch roll) Transparent	5	385.00	77.00		
14	pc.	Stapler with Remover, Heavy Duty	10	3,550.00	355.00		
15	Pc.	Wall clock (Big), Good Quality	2	1,100.00	550.00		
16	box	Black Metal Binder clip 12/box size: Large (2", 51mm)	5	325.00	65.00		
17	box	Pencil (No.2) 12 pcs./box	10	750.00	75.00		
18	roll	Masking Tape (1 inch roll)	5	225.00	45.00		
19	Pc.	Mini Wireless USB Bluetooth 4.0 adaptor Dongle for PC	1	450.00	450.00		
20	Pc.	Stainless steel office scissors	5	250.00	50.00		
21	Pc.	ACER aspire E5-475 series Laptop Charger (Model No.:N16Q1) CHARGES: SUPPORT TO FINANCIAL MANAGEMENT PROCUREMENT PROJECT (SBAC) 2020 OFFICE SUPPLIES (5-02-03-010)	1	1,300.00	1,300.00		
		***** For the use of SBAC Office NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. PAGE 1		112,355.00			

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.