



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: **September 05, 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** (Small Value Procurement).

OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PACCO	1053	Supply/Delivery of 1,372 liter/s Diesel	P69,972.00	Until it is consumed	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. - 4:00 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 **September 09, 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 September 09, 2021 at 10:00 a.m. via Google Meet Application through this link [meet.google.com/ajm-bjbx-yjd](https://meet.google.com/ajm-bjbx-yjd)**. 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)  
Mobile:  
Globe 0905-229-0526  
Smart 0908-332-2024

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

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**

09/03/2021  
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 September 09, 2021 at 09:00 A.M. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on September 09, 2021 at 10:00 AM Room 4, Capitol Building, Mati, Digos City, 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.: 1053-AM-21  
 Dated: 08/04/2021

(SGD)  
**RAUL D. RAUT Enp. A**  
 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	liter	DIESEL Charges: PROVINCIAL ACCOUNTANT'S OFFICE 5-02-03-090 - Fuel, Oil & Lubricant expense *****	1,372	69,972.00	51.00		
		FOR THE USE OF PROVINCIAL ACCOUNTANT'S OFFICE NOTE: KINDLY SEE THE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		69,972.00			

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

IIR/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

CANVASSER:

\_\_\_\_\_  
 Name & Signature of canvasser

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

\_\_\_\_\_  
 Valid ID

\_\_\_\_\_  
 (Telephone, Cellphone No. Or E-mail Address)



Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Davao City

# GENERAL CONDITION

For Bidding & Small / also Procurement

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.

2. DELIVERY PERIOD UNTIL IT IS CONSUMED

3. PLACE OF DELIVERY AT STATION OR AT SOURCE

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. IN CASES WHERE AN OCCURRENCE OF TIE QUOTATIONS AMONG BIDDERS TOOK PLACE, THE BAC IS AUTHORIZED TO DO TOSS COIN, DRAW LOTS OR ANY SIMILAR METHODS OF CHANCE FOR TIE BREAKING. HOWEVER, 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

13. 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).

14. 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 PROPERLY SEALED
- c. TAMPERED ENVELOPE

15. 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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**Date: September 05, 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** (Small Value Procurement).

OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PSWDO	1088	Supply/Delivery of Assorted Groceries	P53,914.00	For staggered delivery (every week)	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. - 4:00 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 **September 09, 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 September 09, 2021 at 10:00 a.m. via Google Meet Application through this link [meet.google.com/qjm-bjbx-yjd](https://meet.google.com/qjm-bjbx-yjd)**. 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)  
Mobile:  
Globe 0905-229-0526  
Smart 0908-332-2024

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







# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.

2. DELIVERY PERIOD: STAGGERED DELIVERY (Every Week)

: For Whole Payment

3. PLACE OF DELIVERY SHALL BE 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.

10. ALL REQUEST FOR QUOTATIONS (RFQ's)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQs 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 PROPERLY 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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OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PTO	1200	Supply/Delivery of 1,520 liters Diesoline & 20 liters Gasoline (premium)	P78,800.00	Until it is consumed	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. - 4:00 p.m. Mondays to Fridays**.
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4. Request for Quotation's opening shall be **on September 09, 2021 at 10:00 a.m. via Google Meet Application through this link [meet.google.com/ajm-bjbx-yjd](https://meet.google.com/ajm-bjbx-yjd)**. Request for Quotations will be opened in the presence of the Bidders who choose to attend.
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Head BAC Secretariat

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 Mati, Digos City  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
**For Shopping & Small Value Procurement**

09/03/2021

Date

(Company Name & Address)

Sir/madam:

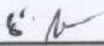
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PR. No.: 1200-AM-21

Dated: 09/01/2021

(SGD)  
**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	LITER	Diesoline	1,520	77,520.00	51.00		
2	liter	Gasoline (premium) Account Code: 5-02-03-090 Responsibility Center: 1091	20	1,280.00	64.00		
		***** For the use of PTO Vehicles.  NOTE: KINDLY SEE CONDITIONS AT THE BACK AS PART OF THE CONTRACT		78,800.00			

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: 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



Republic of the Philippines  
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Davao City

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