



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 24, 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
PEO	1132	Supply/delivery of Hardware Materials & Supplies	P70,690.00	7 working 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. - 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 30, 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 30, 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

BY 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**

09/22/2021

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 30, 2021 at 09:00 A.M. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on September 30, 2021 at 10:00 AM via Google Meet Application though 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. Thank you.

PR. No.: 1132-AM-21

Dated: 08/23/2021

**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	pcs	Tiles, 40 x 40mm (wall)	175	19,250.00	110.00		
2	pcs	Tiles, 40 x 40mm, non-glazed (floor)	20	2,200.00	110.00		
3	lgths	Tile Trim	8	2,000.00	250.00		
4	sets	1.5 gpf water closet, (complete w/ lever type flush handle) includes water tank fittings & accessories	2	15,600.00	7,800.00		
5	sets	Lavatory w/ pedestal, includes water pipe fittings and accessories	2	8,600.00	4,300.00		
6	pcs	Lavatory Faucet, zinc alloy material, heavy duty	2	1,360.00	680.00		
7	pcs	Floor Drain, 4x4mm, stainless	3	1,050.00	350.00		
8	pcs	PVC Door, 0.70m x 2.10m w/ knob pad, door jumbs w/ complete accessories, includes cylindrical door knob, heavy duty	2	7,600.00	3,800.00		
9	pcs	Door Lock, standard, heavy duty	12	7,800.00	650.00		
10	pcs	Door Knob, standard, heavy duty	2	2,400.00	1,200.00		
11	bag	Tile Grout, 2kls per bag	1	220.00	220.00		
12	pc	PVC PE-TRAP, #4	1	250.00	250.00		
13	pcs	PVC ELBOW, #4	2	270.00	135.00		
14	pcs	PVC COUPLING, #4	2	210.00	105.00		
15	lgths	PVC S-900, #4	1	450.00	450.00		
16	ltr	Elastomeric Cement, 400cc per can	1	750.00	750.00		
17	can	Solvent Cement, 400cc per can  x-x-x-x-x-x-x-x-x-x  For use in the PEO-Motorpool  Charges: 8754-PEO MOTORPOOL DIVISION 5-02-13-040 R/M Building & Other Structures	1	680.00	680.00		
		***** Delivery Period: Seven (7) working days delivery period upon receipt of P.O.  KINDLY SEE THE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.  PAGE 1		<b>70,690.00</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 quote you on the item/s at prices noted

CANVASSER:

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

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

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

\_\_\_\_\_  
(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 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. 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.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOP 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 PROPERLY SEALED
  - c. TAMPERED ENVELOP
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



Republic of the Philippines  
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Barangay Matti, Digos City, Davao del Sur

**BIDS AND AWARDS COMMITTEE (BAC)**

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OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PEO	1143	Supply/delivery of 4 pcs. Tire, tubeless, LT, 265/70 R17 For use of MIT. STRADA pick up (B202)	P52,400.00	7 working 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. - 4:00 p.m. Mondays to Fridays**.
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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  
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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**

09/21/2021

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 30, 2021 at 09:00 A.M. Late submission of quotation shall not be accepted.

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PR. No.: 1143-AM-21

Dated: 08/25/2021

NORMA M. CAMAGUIN, MPA  
 LTU-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	pcs	TIRE, Tubeless, LT, 265 / 70 R17  X-X-X-XX-X-X-X-X For use of MIT. STRADA Pick Up (B202)  Charges: 8754-PEO MOTORPOOL DIVISION 5-02-13-060-01- R/M Transportation Equipment Motor Vehicle	4	52,400.00	13,100.00		
		***** Seven (7) working days delivery period upon receipt of P.O. KINDLY SEE THE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		52,400.00			

PAGE 1

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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 or proprietor or its duly authorized representative)

Valid ID

Name & Signature of canvasser

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

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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



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 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** (Small Value Procurement).

OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
HRMO	1234	Supply/delivery of 4 units Biometric Fingerprint Scanner	P64,000.00	7 working 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. - 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 30, 2021 at 09:00 a.m.** using our prescribed Request for Quotation's form. Late bid shall not be accepted.
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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  
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Smart 0908-332-2024

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

BY 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**  
**For Shopping & Small Value Procurement**

09/24/2021

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 September 30, 2021 at 09:00 A.M. Late submission of quotation shall not be accepted.

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PR. No.: 1234-AM-21

Dated: 09/07/2021

NORJANNY M. SAMAGUIN, MPA  
 LTCG-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	unit	Biometric Fingerprint Scanner - heavy duty, at least 10,000 maximum fingerprint user, 2.0 USB (Host), 3" Color LCD  X-X-X-X-X-X-X-X-X-X  Charges: PGO HRMO GEN FUND Account Code: 1-07-05-020 CY - 2021	4	64,000.00	16,000.00		
		***** FOR PGO-HRMO USE  KINDLY SEE THE GENERAL CONDITION AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		64,000.00			

PAGE 1

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.  
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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 or proprietor or its duly authorized representative)

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

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

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



Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Mati, Digos City  
BIDS AND AWARDS COMMITTEE  
CANVASSER FOR QUOTATION

1501/2021  
Date

# 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.
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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.
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  - 11.1 NOT ENCLOSED IN AN ENVELOPE
  - 11.2 ENVELOPE NOT PROPERLY SEALED
  - 11.3 TAMPERED ENVELOP
12. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - 12.1 COMPANY NAME
  - 12.2 CONTACT NUMBER
  - 12.3 PURCHASE REQUEST NO.& DATE
  - 12.4 SCHEDULE OF DROPPING/BID OPENING

After having carefully read and accepted your General Conditions at the back, I/We declare you on the terms at price noted

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

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

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

CANVASSER: \_\_\_\_\_  
Name & Signature of canvasser



Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
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OFFICE	PR	DESCRIPTION	ABC	Delivery Period	Place of Delivery	Mode of Procurement
HRMO	1240	Supply/delivery of 1 unit Dual Inverter Airconditioner, Split type 2.0 HP w/ Installation	P77,000.00	7 working 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. - 4:00 p.m. Mondays to Fridays**.
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Smart 0908-332-2024

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

BY 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**

09/24/2021

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 30, 2021 at 09:00 A.M. Late submission of quotation shall not be accepted.

Request for Quotation's opening shall be on September 30, 2021 at 10:00 AM 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. Thank you.

PR. No.: 1240-AM-21

Dated: 09/09/2021

NORJANNA M. CAYAGUIN, MPA  
 LTOG-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	unit	Dual Inverter Airconditioner, Split Type 2.0HP with Installation X-X-X-X-X-X-X-X  Charges: PGO HRMO GEN FUND General Fund: 1-07-05-020 CY -2021	1	77,000.00	77,000.00		
		***** For ICT/HRMO Use.  KINDLY SEE THE GENERAL CONDITION AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		77,000.00			

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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

CANVASSER:

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

Name & Signature of canvasser

Valid ID

(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 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. 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.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOP 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 PROPERLY SEALED
  - c. TAMPERED ENVELOP
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