

**INVITATION TO QUOTE**

Date: February 07, 2024

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential 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
GMDH	0111-AM-24-A	Supply/Delivery of 36 Pouches Sinigang Powder 22g.  Please see attached RFQ.	₱ 1,080.60	Staggered Delivery Basis.	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City from **8:00 a.m. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on February 13, 2024**:  
**Advance Dropping (before February 13, 2024)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (February 13, 2024)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 13, 2024 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. 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.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. The Supplier shall notify the PGSO a day before the actual delivery.
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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  
 PMO-Chief Administrative Officer  
 Head BAC Secretariat  
 Procurement Management Office  
 Room 4, Executive Building, Barangay Matti, Digos City  
 Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
 Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
 Telephone No.: (082) 553-9579  
 Mobile Nos.:  
 Globe 0905-229-0526; 0966-974-7142  
 Smart 0908-332-2024; 0946-194-2281

  
**RAUL D. RAUT, JD, ENP**  
 (PGDH - HRMO)  
 BAC VICE - CHAIRPERSON

**DESSAMIE BUAT-SANCHEZ, CPA, J.D**  
 (Provincial Budget Officer)  
 BAC Chairperson







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

**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**

Small Value Procurement (Sec 53.9)  
 Recanvass Item/s (2<sup>ND</sup> Opening)

**February 6, 2024**

(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 the following not later than **February 13, 2024 @ 9:00 AM:**

Advance Dropping (before **February 13, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 13, 2024**) – Ralota Hall Davao Del Sur Coliseum, Province of Davao Del Sur.

Late submission of quotation shall not be accepted. Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

**RAUL D. RAUT, JD, ENP**  
 (PGDH - HRMO)  
 BAC VICE - CHAIRPERSON

**DESSAMIE BUAT-SANCHEZ, CPA, JD**  
 PGDH-PBO / BAC CHAIRPERSON

PR. NO.: **0111-AM-24-A**  
 Dated: **01/18/2024**

End User:  
**GMDH**

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
24	Pouch	Sinigang Powder 22g	36	1,080.00	30.00		
		Charges: <b>FOOD SUPPLIES EXPENSE 5-02-03-050</b> <b>STAGGERED PAYMENT STAGGERED DELIVERY</b> Purpose/Remarks: FOR GMDH IN-HOSPITAL SUBSISTENCE FOR JANUARY TO JUNE 2024 NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		1,080.00			

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 have quote you on the item/s at prices noted

**CANVASSER:**

Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ.

Name & Signature of Canvasser

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

HOW DID YOU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:

- Through a Canvasser
- Downloaded through Philgeps
- Downloaded through Davao del Sur Website
- Walk-in Supplier
- Sent through BAC Email

Valid ID

(Telephone, Cellphone No. and/or Email Address)

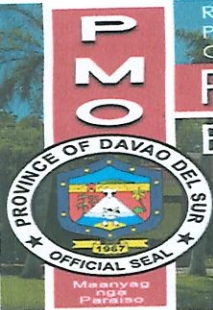


# GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD: STAGGERED DELIVERY
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. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERRED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERRED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
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 QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.
12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. 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 SEALED
  - c. TAMPERED ENVELOPE
14. 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
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS





Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Office of the Governor

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

*I Davao Davao del Sur*

## INVITATION TO QUOTE

Date: February 06, 2024

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential 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
PHO	0234-AM-24	Supply/Delivery of Labor & Materials for the Replacement of (Transmission, Starter Assembly, Aircon etc.)  Please see attached RFQ.	₱ 50,000.00	10 Calendar Days	PGSO Warehouse	Small Value Procurement

2. Interested Suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City from **8:00 a.m. – 5:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on February 13, 2024**:  
**Advance Dropping (before February 13, 2024)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (February 3, 2024)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 13, 2024 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. 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.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. The Supplier shall notify the PGSO a day before the actual delivery.
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

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**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

  
**RAUL D. RAUT, JD, ENP**  
(PGDH - HRMO)  
BAC VICE - CHAIRPERSON

**DESSAMIE BUAT-SANCHEZ, CPA, J.D**  
(Provincial Budget Officer)  
BAC Chairperson







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

**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**

Small Value Procurement (Sec 53.9)

February 6, 2024

(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 the following not later than **February 13, 2024 @ 9:00 AM:**  
 Advance Dropping (before **February 13, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 13, 2024**) – Ralota Hall Davao Del Sur Coliseum, Province of Davao Del Sur.  
 Late submission of quotation shall not be accepted, Request for Quotations will be opened in the presence of the Bidders who choose to attend. Thank you.

PR. NO.: **0234-AM-23** End User: **RAUL D. RAUT, JD, ENP** **DESSAMIE BUAT-SANCHEZ, CPA, JD**  
 Dated: **02/06/2024** **PHO** **(PGDH - HRMO)** **PGDH-PBO / BAC CHAIRPERSON**  
**BAC VICE - 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	JO	Supply and Labor and Materials for Replacement of Transmission assembly, Starter relay assembly, Aircon, Side mirror left & right	1	50,000.00	50,000.00		
		<b>TOYOTA PICK-UP (SCP-250)</b>					
		<b>NATURE AND SCOPE OF WORK TO BE DONE:</b> *Replace Transmission assembly, Starter relay assembly, Aircon, Side mirror left & right					
		<b>PART TO BE SUPPLIED/REPLACED:</b> 1 Set Transmission assembly, 1 pc Starter relay assembly, 1 Set Aircon, 2 pc Side mirror left & right					
		<b>Charges:</b> CY 2024 GENERAL FUND Pre-repair R/M-Transportation Equipment Motor Vehicles 5-02-13-060-01 Amount: Php 50,000.00					
		<b>Charges: CY 2024 GENERAL FUND</b> <b>Pre-repair R/M-Transportation Equipment Motor</b> <b>Vehicles 5-02-13-060-01</b> <b>Amount: Php 50,000.00</b> Purpose/Remarks: Repair Maintenance Transportation Equipment Motor Vehicles NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		50,000.00			

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 have quote you on the item/s at prices noted  
**CANVASSER:** Failure to fill-out completely this portion shall be a ground for rejection as stated at the back of the RFQ.

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

HOW DID YOU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:  
 Through a Canvasser  Walk-in Supplier  
 Downloaded through Philgeps  Sent through BAC Email  
 Downloaded through Davao del Sur Website

\_\_\_\_\_  
 Valid ID (Telephone, Cellphone No. and/or Email Address) Page 1 of 1



# GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR 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. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
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8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
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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13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
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  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. 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
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.