INVITATION TO QUOTE

davaodelsur@gmail.com (Infra)

Date: February 07, 2024

 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.	₱ 1,080.60	Staggered Delivery Basis.	PGSO Warehouse	Small Value Procurement
		Please see attached RFQ.				

- 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

- 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.
- 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 <u>Provincial Government of Davao del Sur</u> 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

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 Email: 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

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EZ IERO HUEMESINKA MATARINERU SER

INVITATION TO QUOTE

Date: February U7, 2024

 The Provincial Government of Davad del Sur, through its Bids and Awards Committee (DAC), and it all potential bidders suppliers to quote for the following roads under Atternative Methods of Procurement (Small Value Procurement).

- Interested Suppliers/highers may obtain information from the Procurement Management Office, Rev. of Events e Building, Bacanasa Marti, Digos City from \$100 a.m. -Actt) o.m., Manday to Friday.
 - 3. Price Questrions must be delivered to the following at 9:00am on February 13, 2024.

Advance Dropping (hefore February 13, 2024)Room 4, Productment Management Office, Capitol Building a lett, Digos City, Date of Onenine Webruary 13, 2024) - Ralotti Hall, Davan del Sur Coligeum, Province of Davan del Sur 6

- Request for Quotation's opening shall be no Relagany 13, 2024 or 9:00 and at Rajota Hail Dayer de' Sur Colescium.
 Provincial of Dayag del Sur.
 - 5. Use prescribed Request for Ordation's form as attached. Late hid shall not be accepted.
- 6. If applicable, Brand Namic shall be indicated in the RPO by the participating Supplier's to the absence of Brand Namic shall be sufficient ground for disqualification of the participating supplier hidden.
 - Fighter is allowed to office agains on two GN trands only. Trand evaluations of the allowed
 - 8. The Supplier shifth of the POSO in day I dom the retual delivery:
- The Provincial Covernment of Davan dri Sur reserves the right to reject any and all bids, declared butter or bidding, or not award the contract at any time prior to contract award in accordance with Sections 15.6 and 41 of the . The reserved to the of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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The BAC Chairperion Provincial Covernment of Davao del Sc

MS. NORJANNA M. CAMAGUIN, MPA PMO-Chief Administrative Officer Head BAC Secretariat

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Website: grandavandashanga isticanyah

Email: *Inc.,dipronfe<u>kur2 agniol</u>* Telephone No.: (082) 551-9579

Mobile Nov. Chelse Ook 5,229,0526; 0965,073

Clobe 0965-229-0526; 0966-074-7142

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

Matti, Digos City

BIDS AND AWARDS COMMITTEE CANVASS/REQUEST FOR QUOTATION

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

February	6, 2024	
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		_	
(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, Matti, 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.: 0111-AM-24-A Dated: 01/18/2024

End User: **GMDH**

RAUT, JD, ENP (PGDH - HRMO) BAC VICE - CHAIRPERSON

DESSAMIE BUAT-SANCHEZ, CPA, JD

PGDH-PBO / BAC CHAIRPERSON

Item No.	Unit	HALL BE INDICATED IN THE REPORT OF THE PARTICIPAL EAUD MODE OF THE PARTICIPAL EAUD MOD	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: FOOD SUPPLIES EXPENSE 5-02-03-050 STAGGERED PAYMENT STAGGERED DELIVERY	IO MU	1,080.00	VED TO OF OWED.	ER IS ALL OV NOT BE ALL	SHALL SHALL
		SUBSISTENCE FOR SANGART TO CONTESSE.	NG IS	TIE BREAK	TEMS FOR	E SUBJECT	HT BLU
		NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.	ALCU	DED.	TEMS AWAR	I FO BUJAV	JATOT
		IVASS FORMS MUST BE PUT INSIDE AN ENVELOPE R REQ'S SUBMITTED THROUGH THE BAC EMAIL).	i)/CAt T FO	TION (REQUE KED (EXCER	OR QUOTA D'AND MARI	REQUEST RLY SEALE!	TO ALL PROPE
		MAIL, THE BAC/BAC SECRETARIAT SHALL TAKE PRE-MATURE EXPOSURE OF THE PRICE QUOTATIC	AC B	HROUGH B NTABILITY A	MD ACCOUN	I RFOS EU NSIBIUTY A	11. FOR RESPO
		UST BE ACCOMPANIED WITH CERTIFICATION HE REPRESENTATIVE IS THE AUTHORIZED SIGNATI	M 1	BAC EMAI THAT INDE	HROUGH UD VALID ID	SENT SIZATION A	12. RFC AUTHO
	NG -	PETED FOR DROPPING WHEN ANY OF THE FOLLOW	ACC	ALL NOT BE	FORMS SH	S/CANVASS IONS EXIST	13 RFC CONDIT
				WELOPE .	OT SEALED NVELOPE	OT ENGLOS NVELOPE N AMPERED E	a N b E c T
		LOWING DETAILS	E FO	EO WITH TI	T BE MARK	ELOPE MUI	14 ENV
					ME WBER	OMPANY NA ONTAGT NU	a. C. b. C
			ING	0. & DATE + G/BID OPEN	EQUEST NI E DROPPIN	JRCHASE F CHEDULE C	a b d s
		DETAILS IN THE REO (FRONT PAGE) SHALL MEAN	DDE	и ов тнё в	-OUT ALL: ALIFICATIO	UHE TO FIL ATIC DISQU	15. FAIL AUTOM

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

Name	Ğ.	Signature	01	Canvasse

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

☐ Through a Canvasser ☐ Walk-in Supplier ☐ Sent through BAC Email

☐ Downloaded through Philgeps ☐ Downloaded through Davao del Sur Website (Name & Signature of proprietor or its duly authorized representative)

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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 <u>SHALL NOT BE ACCEPTED FOR DROPPING</u> 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

INVITATION TO QUOTE

delsur@gmail.com (Infra)

Date: February 06, 2024

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
РНО	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

- 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.
- 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

- 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.
- Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
- 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.
- Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
- The Supplier shall notify the PGSO a day before the actual delivery. 8.
- 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

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 Email: bac.davaodelsur2@gmail.com

Mobile Nos.:

Globe 0905-229-0526; 0966-974-7142

Smart 0908-332-2024; 0946-194-2281

ULD RAUT, JD, ENP (PGDH - HRMO)

BAC VICE - CHAIRPERSON

DESSAMIE BUAT-SANCHEZ, CPA, J.D

(Provincial Budget Officer) BAC Chairperson



bidders/suppliers to quote for the following goods under Atternative Methods of Procurement (Small Value Procurement).

Small Value Procurement			0234-AM-24	



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

BIDS AND AWARDS COMMITTEE

		Small Value Procuren		53.9)			24
		EN LEGIBLY:			99 T 38 F6	ebruary 6, 20	124
		PON RECEIPT OF P.O.					
		ny Name & Address)					DAUR 6
		se quote your price on items listed below, subject to General submit your quotation at the following not later than Feb	ruary 15.	2024 (0) 3.00	AIVI.		
	Adva	nce Dropping (before <u>February 13, 2024</u>) - Room 4, Procurent of Opening (<u>February 13, 2024</u>) - Ralota Hall Davao Del submission of quotation shall not be accepted, Request for	nent Mana Sur Colise	gement Office, um, Province	of Davao Del		
	e to att	end. Thank you. RAUL D. RAUT, J GRAPH - 123 RAUL D. RAUT, J (PGDH - HRM	D, ENP	MASSISAN SA	AMIE BUAT	-SANCHEZ,	CPA, JD
	: 02/06			FAILURE TO	VI. 20 11 12 1	AC CHAIRPERS	ON -
tem 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	ARTICIPA	50,000.00	50,000.00	D FOR DING	/UO70
		THE WELL BANKING MEP CACEMENT				DILLA 39 TOH	SHALL
		TOYOTA PICK-UP (SCP-250)	SIS CIF A	IE BREAKIN	TEMS FOR	108 GUR -	HI BLE
		D AND RESPONSIVE BIDDER WITH THE HIGHEST	LOULLATE	LOWEST CA ED.	EN TO THE EMS AWARE	THO BUJA	JATOI
		NATURE AND SCOPE OF WORK TO BE DONE: *Replace Transmission assembly, Starter relay assembly, Aircon, Simirror left & right	de VMAC	ON (REQ'S)	DR QUOTAT	REQUEST H	10. ALL PROPE
	ОИ	L THE BAC/BAC SECRETARIAT SHALL TAKE	AMB 0	а нацолн		RFOs SU	IN FOR
	NOI	PART TO BE SUPPLIED/REPLACED: 1 Set Transmission assembly, 1 pc Starter relay assembly, 1 Set Aircon, 2 pc Side mirror left & right	BENCO	FATAIL NIUS	GAS HOUC	SENT THE	12. RFQ
		THE AUTHORIZED SIGNATORY	LATINETS	REPRESEN	MUEDWC SUN	PART GIGIL	049 81
		Charges:			MARCON CONTRACTOR	ONS EXIST	CONDIT
		CY 2024 GENERAL FUND Pre-repair R/M-Transportation Equipment Motor Vehicles 5-02-13-060-01 Amount: Php 50,000.00		99CJBy	D IN AN EN T SEALED	OK EROLOGE VELOSE NO	а. NC b. Ev
		Charges: CY 2024 GENERAL FUND Pre-repair R/M-Transportation Equipment Motor		50,000.00	VELOPE TE MARKE	MERRED EN	C TA
		Vehicles 5-02-13-060-01 Amount: Php 50,000.00 Purpose/Remarks: Repair Maintenance Transportation	IWCD301	Cital IIII	16	MONTH NO.	a. C.
		Equipment Motor Vehicles NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		& DATE BID OPENIN	OUEST NO DROPPING	RCHASE RE	1945 . 18 b
		US IN THE REQUERONT PAGE) SHALL MEAN	IATEO YE	E NECESSA	PT JJA TUC	JUG OT JA	15. FAILU
		MAEL MEAN	:83	OF THE BID	IFICATION	FIC DISCUM	AMOTUA
		the BAC is hereby authorized to a	to the toss of	oins/draw lots.	E AND ADD	ME ANY DAY	IAM d
Note ITR/	DTD and	e of tie quotation between suppliers, the BAC is hereby authorized to de Omnibus sworn statement shall be submitted prior to the release of page 1	ayment in t	le case of official	Value Procuren	nent.	
	NVASS	After having carefully read and accepted your General Conditions at th	e back, I/We	have quote you	on the items a	L prices rioled	tated at the
HO	W DID YO	DU SECURE THE RFQ/CANVASS FORM? KINDLY CHECK THE	(Name & Sig	nature of proprie	tor or its duly a	uthorized represe	ntative)
	Through a	a Canvasser Walk-in Supplier ded through Philgeps Sent through BAC Email ded through Davao del Sur Website	as i militima		Valid ID		Page 1
	DOMUIOS	ued tillough Davao del Gal viosette	(Te	lephone, Cellpho	ne No. and/or E	rnali Address)	rage I

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 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 <u>SHALL NOT BE ACCEPTED FOR DROPPING</u> 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
- 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.