

# 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)

## INVITATION TO QUOTE

Date: February 16, 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
PTDPO	0200-AM-24	Supply/Delivery of Purified Water Refill.  Please see attached RFQ.	₱ 44,765.00	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. – 5:00 p.m., Monday to Friday.**
3. Price Quotations must be delivered to the following at **9:00am on February 22, 2024:**  
**Advance Dropping (before February 22, 2024)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (February 22, 2024)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 22, 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)  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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



INVITATION TO QUOTE

Date: February 14, 2024

The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential bidders to quote for the following goods under Alternative Methods of Procurement (Small Value Procurement):

Office	PRC	Description	ABC	Quantity	Unit	Estimated Value
PDPO	0500-AV-51	Supply/Delivery of Medical Waste Bags	P 44,765.00	20000	pieces	P 894,300.00

- Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Bangay, Marikina City from 8:00 a.m. to 5:00 p.m., Monday to Friday.
- Procurement and bid opening is scheduled for February 21, 2024 at 9:00am.
- Advance preparation before February 22, 2024 (before 4:00pm) Procurement Management Office, Executive Building, Bangay, Marikina City. Date of opening February 22, 2024 - 9:00am at the Provincial Government of Davao del Sur.
- Request for quotation opening shall be on February 22, 2024 at 9:00 a.m. at Bids and Awards Committee, Provincial Government of Davao del Sur.
- The preferred bidder for Quotation shall be selected. The bid shall not be opened.
- If applicable, brand name shall be indicated in the BFO by the participating suppliers. 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 (2) brands only. Brand replacement shall not be allowed.
- The supplier shall notify the PDPO a day before the actual delivery.
- The Provincial Government of Davao del Sur reserves the right to accept any and all bids, to declare the award of bid, to not award the contract at any time prior to contract award in accordance with Section 15.6 and 4.1 of the 2015 Revised IRR of RA No. 9184, without incurring any liability to the affected bidder or bidder.

For further information, please refer to:

The BAC Chairperson  
Provincial Government of Davao del Sur  
Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)

MS. NORLINA M. CAMAGUIR, MPA  
BAC Chair, Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Bangay, Marikina City  
Website: [www.psd.gov.ph](http://www.psd.gov.ph)  
Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)  
Mobile No.:  
Office: 0965-220-0226; 0965-074-7141  
Smart: 0965-220-0101, 09-16-194-2281

BERNARDO B. SANCHEZ, CPA, JD  
Procurement 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 16, 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 22, 2024 @ 9:00 AM:**

Advance Dropping (before **February 22, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 22, 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.: **0200-AM-24** End User:  
 Dated: **01/31/2024** **PTDPO**

**DESSAMIE BUAT-SANCHEZ, CPA, JD**  
 PGDH-PBO/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	container	<b>PURIFIED WATER REFILL</b> 5 gallons/container  Condition: - Staggered payment  PROVINCIAL TOURISM OFFICE 8852 C.Y 2024 GENERAL FUND WATER EXPENSE 5-02-04-010  Sub Total: P 9,975	285	9,975.00	35.00		
2	container	<b>PURIFIED WATER REFILL</b> 5 gallons/container  Condition: - Staggered payment  Place of delivery: Mt. Apo Agri Tourism Park, Kapatagan Digos City  SUPPORT TO THE OPERATION OF MT. APO AGRICULTURE PARK 1999-75 CY 2024 PGO- OTHER PURPOSE WATER EXPENSE 5-02-04-010  Sub Total: P 24,750.00	710	24,850.00	35.00		
3	container	<b>PURIFIED WATER REFILL</b> 5 gallons/container  Condition: - Staggered payment  Place of delivery: Passig Islet Aqua-Eco Park, Bato Sta Cruz, Davao del Sur	142	4,970.00	35.00		

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  
 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

\_\_\_\_\_  
 (Name & Signature of proprietor or its duly authorized representative)  
 \_\_\_\_\_  
 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 OFFERED. 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" OFFERED 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**  
 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 16, 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 22, 2024 @ 9:00 AM:**

Advance Dropping (before **February 22, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 22, 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.: **0200-AM-24**

End User:

**DESSAMIE BUAT-SANCHEZ, CPA, JD**

Dated: **01/31/2024**

**PTDPO**

PGDH-PBO 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	BrandName
		SUPPORT TO THE OPERATION OF PASSIG ISLET AQUA-ECO PARK 1999-39 CY 2024 PGO- OTHER PURPOSE WATER EXPENSE 5-02-04-010  <b>Sub Total: P 4,970.00</b>					
4	container	<b>PURIFIED WATER REFILL</b> 5 gallons/container  Condition: - Staggered payment  SUPPORT TO BAT CAVE TOURISM BUILDING 1999-77 CY 2024 PGO- OTHER PURPOSE WATER EXPENSE 5-02-04-010  <b>Sub Total: P 4,970.00</b>	142	4,970.00	35.00		
		Charges: <b>PROVINCIAL TOURISM OFFICE 8852</b> <b>C.Y 2024 GENERAL FUND</b> <b>SUPPORT TO THE OPERATION OF PASSIG ISLET AQUA-ECO PARK 1999-39</b> <b>SUPPORT TO THE OPERATION OF MT. APO AGRI TOURISM PARK 1999-75</b> <b>SUPPORT TO BAT CAVE TOURISM BUILDING 1999-77</b> <b>CY 2024 PGO- OTHER PURPOSE</b> <b>WATER EXPENSE 5-02-04-010</b> Purpose/Remarks: For the use of office and enterprises NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		44,765.00			

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)

# GENERAL CONDITION



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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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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

# 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 Love Davao del Sur*

## INVITATION TO QUOTE

Date: February 16, 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 22, 2024**:  
  
Advance Dropping (**before February 22, 2024**) Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
Date of Opening (**February 22, 2024**) – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 22, 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

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



INVITATION TO QUOTE

Davao City, February 22, 2024

The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) invites all qualified bidders to quote for the following goods under Alternative Method of Procurement (Small Value Procurement):

Office	Item	Description	ABC	Delivery Period	Place of Delivery	Mode of Transportation
Office	Item	These as attached BDO Assembly, Amusement (Transmission, Start-up Equipment for the Materials for the Supply/Delivery of Laborers	1,500,000.00	100 calendar days	Davao	Trucking or other

Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Provincial Government Building, Davao City from 8:00 a.m. - 5:00 p.m., Monday to Friday.

This Quotation must be delivered to the following at 9:00am on February 22, 2024:

Advance Shipping (before February 22, 2024) (Room 4 Procurement Management Office, Capitol Building, Davao City) Date of Opening (February 22, 2024) - Kalola Hall, Davao del Sur Coliseum, Province of Davao del Sur

Request for Quotation's opening shall be on February 22, 2024 at 9:00 a.m. at Kalola Hall, Davao del Sur Coliseum, Province of Davao del Sur

The prescribed request for Quotation's form as attached. Late bid shall not be accepted.

If multiple Brand Name shall be indicated in the ITO by the participating suppliers in the absence of Brand Name, official seal and sufficient ground for disqualification of the participating suppliers shall be provided.

Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.

The supplier shall notify the BAC a day before the actual delivery.

The Provincial Government of Davao del Sur reserves the right to reject any and all bids, declare a failure of bidding, not award the contract at any time prior to contract award in accordance with Sections 32.6 and 41 of the IRR, or to award the contract to a bidder without thereby incurring any liability to the extent a bidder or supplier.

Complete delivery shall be strictly observed by the Supplier and no Partial Delivery shall be allowed. Change in Material/Cases such as Font/Colors/Font or by Act of the Government or upon the Approval of the Head of Procurement.

For further information, please refer to:

The BAC Chairperson  
 Provincial Government of Davao del Sur  
 Email: [bac@provincialgovernment.gov.ph](mailto:bac@provincialgovernment.gov.ph)  
 MS. NORLAYA M. CAMACHIN, MBA  
 BAC Chairperson  
 Procurement Management Office  
 Room 4, Executive Building, Provincial Government Building, Davao City  
 Website: [www.provincialgovernment.gov.ph](http://www.provincialgovernment.gov.ph)  
 Email: [bac@provincialgovernment.gov.ph](mailto:bac@provincialgovernment.gov.ph)  
 Mobile No.:  
 Globe 090-229-0526; 0968-974-7111  
 Smart 0908-535-2026; 0946-194-2281

DESAKHE BIAT-SINCHEX, CPA, LD  
 Provincial Government of Davao del Sur  
 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 16, 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 22, 2024 @ 9:00 AM:**

Advance Dropping (before **February 22, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 22, 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:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **02/06/2024**

**PHO**

PGDH-PBO 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	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)

# 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.
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" OFFERED 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
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.



# 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)



## INVITATION TO QUOTE

Date: February 15, 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
COA-PSAO	0256-AM-24	Supply/Delivery of Labor & Materials for the Repair & Replacement of Worn-out Parts of Service Vehicle w/ Plate No. SKX-718  Please see attached RFQ.	₱ 70,850.00	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 22, 2024**:  
  
**Advance Dropping (before February 22, 2024)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (February 22, 2024)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 22, 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

For:

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



INVITATION TO BIDD

Date: February 22, 2024

The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) is now in possession of the following goods under Alternative Methods of Procurement (AMOP) and is hereby inviting interested bidders to submit bids for the following goods:

Other	LR	Description	AMOP	Brand	Place of Delivery	Remarks
CP-12-20	0220-24-13	Supply of... Mandatory... Registration... of Service... 2024-25	1,000,000.00	Wishbone	Wishbone	Procurement of... for... ...

Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Bantay Marik, Davao City from 8:00 a.m. to 5:00 p.m., Monday to Friday.

Bids must be delivered to the following at 9:00 a.m. on February 22, 2024.

Address: Procurement Management Office, Room 4, Executive Building, Bantay Marik, Davao City. Date of Opening: February 22, 2024. Room 4, Executive Building, Bantay Marik, Davao City.

Request for Questions (RFQ) shall be on February 22, 2024 at 9:00 a.m. at Bantay Marik, Davao City. Provincial Office of Davao del Sur.

The BAC reserves the right to reject any or all bids if it is deemed not to be in the best interest of the Province.

If applicable, brand name shall be indicated in the Bidding Documents. In the absence of a brand name, the bidder shall be sufficient ground for disqualification of the participating bidder.

Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall be allowed.

The bidder shall notify the BAC a day before the actual delivery.

The Provincial Government of Davao del Sur reserves the right to reject any and all bids deemed to be unresponsive or not award the contract at any time prior to contract award in accordance with sections 15.6 and 17 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Complete Delivery shall be strictly observed by the bidder and no Partial Delivery shall be allowed. In the event of a Partial Delivery, the BAC reserves the right to reject the same. Act in the interest of the Province and the good of Province.

For further information, please refer to:

The BAC Chairperson  
Provincial Government of Davao del Sur  
Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)

MR. NORLIANA W. CARAGUIA, MBA  
BAC Chairperson

Procurement Management Office  
Room 4, Executive Building, Bantay Marik, Davao City  
Website: [www.psd.gov.ph](http://www.psd.gov.ph)

Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)  
Mobile: 0945-334-6222, 0945-334-7143

Phone: 0908-533-1034, 0908-533-1031

HERNANDEZ BUTA-BAUTERA, P.A. 13  
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 15, 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 22, 2024 @ 9:00 AM:**

Advance Dropping (before **February 22, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 22, 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.

For

PR. NO.: **0256-AM-24**  
 Dated: **02/15/2024**

End User:  
**COA-PSAO**

**DESSAMIE BUAT-SANCHEZ, CPA, JD**  
 PGDH-PBO / 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	JO	Supply of Labor and Materials for the Repair and Replacement of wornout parts of Service Vehicle with Plate No. SKX-718  TOP ENGINE OVERHAULING REPLACE CYLINDER HEAD GASKET RESURFACE CYLINDER HEAD DRIVE BELT AIRCON BELT ENGINE CHANGE OIL FULLY SYNTHETIC REPLACE OIL FILTER REPLACE BALLJOINT UPPER AND LOWER REPLACE TIE ROD END RACK END JOINT 1 PC CYLINDER HEAD GASKET BRAKE PAD WATERPUMP ASSYMBLY LABOR	1	70,850.00	70,850.00		
		Charges: <b>Auditing Services</b> <b>Acct. Code 05-02-11-020</b> Purpose/Remarks: For the use of Provincial Satellite Auditing Office - COA vehicle Repair and Maintenance with Plate # SKX 718 NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		70,850.00			

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

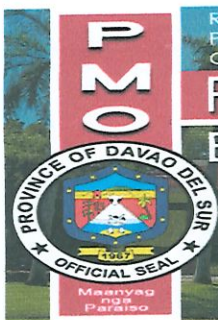
Valid ID

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

# GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD 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.
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" OFFERED 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).
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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
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.



# 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)

*9 Davao del Sur*

## INVITATION TO QUOTE

Date: February 16, 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 Shopping (Sec 52.1.b).

Office	PR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PASSO	0261-AM-24	Supply/Delivery of Office Supplies. Please see attached RFQ.	₱ 134,885.00	10 Calendar Days	PGSO Warehouse	Shopping (Sec 52.1.b)

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 22, 2024:**  
**Advance Dropping (before February 22, 2024)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (February 22, 2024)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on February 22, 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

  
**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**

Shopping (Sec 52.1.b)

February 16, 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 22, 2024 @ 9:00 AM:**

Advance Dropping (before **February 22, 2024**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**February 22, 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.: **0261-AM-24**

End User:

**DESSAMIE BUAT-SANCHEZ, CPA, JD**

Dated: **02/16/2024**

**PASSO**

PGDH-PBO / 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	Calculator 12 digits solar & battery power Extra Large	4	2,600.00	650.00		
2	pcs	Correction Tape (H.D 50/50 R Standard)	50	3,000.00	60.00		
3	unit	Data file Box	3	750.00	250.00		
4	pcs	Expanded Color Folder Legal	25	625.00	25.00		
5	unit	Mouse Optical	5	3,250.00	650.00		
6	ream	Paper Multi purpose ,70gsm (min) A4	308	92,400.00	300.00		
7	pcs	Sign Pen Extra Fine Tip Black, Blue& Red	150	8,250.00	55.00		
8	box	Staple wire Standard (Max)	20	2,600.00	130.00		
9	roll	Masking Tape 48mm	10	900.00	90.00		
10	roll	Masking Tape 24mm	10	500.00	50.00		
11	roll	Packaging Tape 48mm	10	900.00	90.00		
12	pcs	High Lightener	10	800.00	80.00		
13	unit	Scissors, Symmetric/Asymmetrical	3	360.00	120.00		
14	unit	Keyboard	5	3,250.00	650.00		
15	unit	Paper Tray 3 layers metal	3	2,850.00	950.00		
16	pcs	Ruler, Plastic,450mm	5	500.00	100.00		
17	unit	Stapler Heavy Duty # 35 (Max)	10	6,500.00	650.00		
18	pack	Battery, dry cell AAA	5	1,250.00	250.00		
19	pcs	USB 16GB	8	3,600.00	450.00		
Charges: <b>PASSO General Fund1101 -CY 2024</b> <b>Office Supplies Expenses</b> <b>Account Code 5-02-03-010</b> Purpose/Remarks: For the Use of PASSO NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.				<b>134,885.00</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 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



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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.
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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
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.