



# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Davao Davao del Sur*

## INVITATION TO QUOTE

Date: July 17, 2023

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	1025-AM-23	Supply/Delivery of Beef and Pork Meat. Please see attached RFQ.	₱ 78,900.00	Staggered Basis Delivery	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 July 25, 2023**:  
**Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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

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



INVITATION TO QUOTE

Date: July 17, 2023

1. The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) invites all potential bidder 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
GMDB	1023-AM-23	Supply/Delivery of Beef and Pork Meat Please see attached RfQ	P 78,000.00	stepped down Delivery	Wakabay	Small Value Procurement

2. Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Main, 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 July 25, 2023.

Advance Pricing (before July 25, 2023) Room 4, Procurement Management Office, Provincial Building, Main, Digos City. Date of Opening (July 25, 2023) – Ratois Hall, Davao del Sur Coliseum, Province of Davao del Sur.

4. Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Ratois Hall, Davao del Sur Coliseum, Province 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. 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 (2) brands only. Brand replacement shall not be allowed.

8. The Supplier shall notify the PCSO a day before the actual delivery.

9. The Provincial Government of Davao del Sur reserves the right to reject any and all bids deemed a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 32(a) and 41 of the 2019 revised IRR of RA No. 9164, without thereby incurring any liability to the offered bidder or bidders.

For further information, please refer to:

The BAC Chairperson  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)

Ms. NORLAYA M. CANTAGUIR, MBA  
PMO-Chief Administrative Officer  
Head BAC Secretary  
Procurement Management Office  
Room 4, Executive Building, Barangay Main, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)  
Telephone No.: (081) 522-6239  
Mobile No.:  
Globe 0905-229-0520; 0966-924-7143  
Smart 0908-232-2021; 0918-194-2281

DESSAMIE BUAT-SANCHEZ, CPA, J.D.  
Principal 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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) – 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.: **1025-AM-23**

End User:

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

Dated: **07/17/2023**

**GMDH**

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	KGS	Beef Meat/Ground	90	36,900.00	410.00		
2	KGS	Pork Meat	120	42,000.00	350.00		
		Charges: <b>FOOD SUPPLIES EXPENSE</b> <b>5-02-03-050</b> <b>Staggered basis</b> Purpose/Remarks: FOR Hospital in-patient subsistence for the Third Quarter 2023 NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		<b>78,900.00</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



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD: STAGGERED BASIS 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



# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

## INVITATION TO QUOTE

Date: July 18, 2023

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
PHO	1027-AM-23	Supply/Delivery of Other Supplies. Please see attached RFQ.	₱ 15,360.00	10 Calendar Days	PGSO Warehouse	Shopping (Sec 52.1.b)
PTDPO	1028-AM-23	Supply/Delivery of Other Supplies. Please see attached RFQ.	₱ 148,985.00	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. – 4:00 p.m., Monday to Friday.**
3. Price Quotations must be delivered to the following at **9:00am on July 25, 2023:**  
**Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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  
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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

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

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INVITATION TO QUOTE

Date: July 18, 2023

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 (AMP) (see 2.1.1.b).

Office	MR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PHO	1023-744-23	Supply/Delivery of Other Supplies (Please see attached BFO)	P 12,360.00	10 Calendar Days	PCSO Warehouse	Shopping List (22.1.b)
PHO	1023-744-23	Supply/Delivery of Other Supplies (Please see attached BFO)	P 148,955.00	10 Calendar Days	PCSO Warehouse	Shopping List (22.1.b)

- Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Maiti, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.
- Price Quotations must be delivered to the following at 9:00am on July 25, 2023:  
Advance Shipping (before July 25, 2023) Room 4, Procurement Management Office, Capital Building, Maiti, Digos City, Davao del Sur, Philippines (July 25, 2023) - Kalota Hall, Davao del Sur College, Province of Davao del Sur.
- Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Kalota Hall, Davao del Sur College, Provincial Office of Davao del Sur.
- The provided request for Quotation's form as attached. Late bid shall not be accepted.
- If applicable, Brand Name shall be indicated in the BFO by the participating bidders. In the absence of Brand Name, effect shall be sufficient ground for disqualification of the participating bidders.
- Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.
- The bidder shall notify the PCSO 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, or not award the contract at any time prior to contract award in accordance with Sections 32.6 and 41 of the 2016 Revised IRR of RA No. 9154, without thereby incurring any liability to the affected bidder.

For further information, please refer to:

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

Mrs. NORJANA M. CAMACUIN, MBA  
PMO-Capt. Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Maiti, Digos City  
Website: [www.pgo.davaodelsur.gov.ph](http://www.pgo.davaodelsur.gov.ph)  
Email: [bac@pgo.davaodelsur.gov.ph](mailto:bac@pgo.davaodelsur.gov.ph)  
Telephone No: (082) 533-9579  
Mobile No: 0969-129-0826; 0966-974-1112  
Smart 0968-535-5024; 0966-194-5281

DESSAMIE BE AT-SANCHEZ, CPA, J.B.  
(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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) - 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.: **1027-AM-23**

End User:

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

Dated: **07/17/2023**

**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
<b>Janitorial Supplies</b>							
1.1	bar	Bath soap bar 130grms	10	780.00	78.00		
1.2	piece	Bleaching Solution 3-8% NaCl 0.01-0.05NaOH	10	2,950.00	295.00		
1.3	piece	Detergent Powder Soap 500grams	11	880.00	80.00		
1.4	piece	Lysol Disinfectant Spray 340grams	10	5,500.00	550.00		
1.5	pack	Toilet Tissue Paper 2ply 12pcs	10	1,800.00	180.00		
1.6	pack	Trash bag Plastic Black 16mmx470mm 10pcs large	8	1,200.00	150.00		
1.7	pack	Trash bag Plastic Green 16mmx470mm 10pcs large	8	1,200.00	150.00		
1.8	pack	Trash bag Plastic Yellow 16mmx470mm 10pcs large	7	1,050.00	150.00		
<b>Charges: EPIDEMIOLOGY AND SURVEILLANCE PROGRAM</b> Responsibility Center: 4919-1L Other Supplies and Materials Expenses: 5-02-03-990 LGDF-GEN FUND-CY 2023 AMOUNT - Php 15,360.00							
<b>Charges: EPIDEMIOLOGY AND SURVEILLANCE PROGRAM</b> Responsibility Center: 4919-1L Other Supplies and Materials Expenses: 5-02-03-990 LGDF-GEN FUND-CY 2023 AMOUNT - Php 15,360.00 Purpose/Remarks: FOR EPIDEMIOLOGY AND SURVEILLANCE PROGRAM USE NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.					15,360.00		

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)

PROVINCE OF DAVAO DEL SUR  
Mati, Davao City  
CANVASS/REQUEST FOR QUOTATION

# 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



**INVITATION TO QUOTE**

**Date: July 18, 2023**

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
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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.**
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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

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

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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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) - 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.: **1028-AM-23**

End User:

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

Dated: **07/17/2023**

**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	Brand Name
1	piece	Rag (cotton cloth)	20	2,800.00	140.00		
2	bottle	Alcohol rubbing 500ml ethyl 70%	110	15,950.00	145.00		
3	pack	Bleaching powder 1kg	10	1,600.00	160.00		
4	pack	Detergent powder all purpose 1kg. per pack	10	1,800.00	180.00		
5	pack	Fabric conditioner at least 43ml color (purple)	50	1,500.00	30.00		
6	piece	Bathroom deodorizer 50g	10	860.00	86.00		
7	piece	Toilet Brush	10	1,600.00	160.00		
8	pack	Trash bag large 10pcs/roll	100	14,500.00	145.00		
9	bottle	Toilet Cleaner 750ML	20	7,100.00	355.00		
10	pack	Cleansing Wipes 90 sheets	50	7,750.00	155.00		
11	piece	Rubber Gloves, size 7 (pair)	10	2,600.00	260.00		
12	piece	Mop head, made of rayon	4	1,120.00	280.00		
13	piece	Industrial Gloves (pair) size 7	10	2,700.00	270.00		
14	roll	Toilet tissue, two ply	300	39,000.00	130.00		
15	Piece	Outdoor stainless steel dust pan (heavy duty)	5	850.00	170.00		
16	piece	Diswashing paste 400 grams (color green)	50	4,250.00	85.00		
17	piece	Broom stick (standard size)	10	1,650.00	165.00		
18	piece	Scented Gel Air Freshener 320ml	15	5,625.00	375.00		
19	bottle	Spray Air Freshener 320 ml	15	5,775.00	385.00		
20	bottle	Liquid Hand Soap 400 ml (lemon)	25	6,375.00	255.00		
21	piece	Hand towel	5	450.00	90.00		
22	piece	Disinfectant Bar Soap 130g	50	3,500.00	70.00		
23	bottle	Insect Spray 600 ml	10	5,500.00	550.00		
24	piece	Dipper (white color)	10	800.00	80.00		
25	bottle	Empty Spray Bottle 500ml	10	2,700.00	270.00		
26	pair	Gloves ( Yellow Rubber latex ) pair	15	4,050.00	270.00		
27	piece	Shampoo ( sachet ) 12ml	30	540.00	18.00		
28	piece	Toothpaste (sachet) 22g	30	540.00	18.00		
29	pack	Sando clear plastic bag 100pcs/pack (L)	20	5,500.00	275.00		

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 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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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.
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  - 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

After having carefully read and accepted your General Conditions at the back, I/we have duplicated on the terms at back hereof.  
 Failure to fill-out completely the portion that is a ground for rejection shall be a ground for rejection.  
 Back of the RFQ.

Name & Signature of Canvasser  
 \_\_\_\_\_  
 Date: \_\_\_\_\_



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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

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 Date of Opening (**July 25, 2023**) - 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.: **1028-AM-23**  
 Dated: **07/17/2023**

End User:  
**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	BrandName
		<b>Charges: SUPPORT TO PASSIG ISLET AQUA-ECO PARK</b> <b>C.Y 2023 GENFUND-OTHER PURPOSE</b> <b>OTHER SUPPLIES AND MATERIALS EXPENSE 5-02-03-990</b> Purpose/Remarks: for the use of Passig Islet Aqua Eco-Park NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		148,985.00			

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

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

Valid ID

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# GENERAL CONDITION



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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Davao Davao del Sur*

## INVITATION TO QUOTE

Date: July 18, 2023

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
VGO	1030-AM-23	Supply/Delivery of Monobloc Chair. Please see attached RFQ.	₱ 100,000.00	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. – 4:00 p.m., Monday to Friday.**
3. Price Quotations must be delivered to the following at **9:00am on July 25, 2023:**  
**Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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  
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Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
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Smart 0908-332-2024; 0946-194-2281

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



INVITATION TO QUOTE

Date: July 18, 2023

The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC) invites the qualified bidders to quote for the following goods under Alternative Methods of Procurement Shopping (see BAC No. 2023-0184).

Office	PK	Description	ABC	Delivery Period	Place of Delivery	Remarks
VAO	1004-M-23	Supply/Delivery of Alternative Chair	P 100,000.00	10 Calendar Days	1050 Winkhouse	Please see attached RFO.

- Interested Suppliers/bidders may obtain information from the Procurement Management Office Room 4 Executive Building, Garbajales Mall, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.
- Bids/Quotations must be delivered to the following at 9:00am on July 25, 2023:  
Advance Printing (before July 25, 2023) from Procurement Management Office, Capital Building, Main Digos City, Davao del Sur (July 25, 2023) – Ralston Hall, Davao del Sur, Davao del Sur.
- Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Ralston Hall, Davao del Sur, Davao del Sur.
- The prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
- If applicable, Brand name shall be indicated in the RFO by the participating supplier. 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 PGO 5 days 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, or not award the contract at any time prior to contract award in accordance with Sections 31.6 and 41 of the 2016 Revised IR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.

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. NORJANNY DE CAMACUIN, MTA  
 EMO-Chief Administrative Officer  
 Head BAC Secretariat  
 Procurement Management Office  
 Room 4, Executive Building, Garbajales Mall, Digos City  
 Email: [norjanny@psd.gov.ph](mailto:norjanny@psd.gov.ph)  
 Telephone No. (0822) 353-9579  
 M. 916-1441  
 Globe 0903-2204826; 0906-924-7143  
 Smart 0908-333-2024; 09-16-194-2181

DESSAMIE BUTA-SAM HERS, CHAIR  
 Provincial Bids and Awards Committee  
 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)

July 18, 2023

(Company Name & Address)

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PR. NO.: **1030-AM-23**

End User:

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

Dated: **07/17/2023**

**VGO**

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	pc	<p>MONOBLOC CHAIR, GOOD QUALITY, CARRYING CAPACITY ATLEAST 170KG.            COLOR: RED WITH BACKREST, WITHOUT ARMREST IN COMPLIANT TO THE PHILIPPINE STANDARD.</p> <p>GREEN SPECIFICATIONS: - PREFERABLY PRODUCTS MADE OF PLASTIC MATERIALS WHICH DO NOT CONTAIN TOXIC CHEMICALS SUCH AS, BUT NOT LIMITED TO, LEAD, CHROMIUM, CADMIUM, MERCURY, PHTHALATES, AND HALOGENATED ORGANIC SUBSTANCE. - THE CHAIRS SHALL BE MARKED FOR RECYCLING ACCORDING TO ANY ISO CERTIFICATIONS OR PHILIPPINE STANDARDS OR EQUIVALENT LAWS, RULES AND REGULATIONS</p>	200	100,000.00	500.00		
		<p>Charges: <b>5-02-03-990 OTHER SUPPLIES (OFFICE OF THE VICE GOVERNOR 1016)</b>            Purpose/Remarks: For the use of the Office of the Vice Governor            NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.</p>		100,000.00			

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

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  - 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)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Love Davao del Sur*

## INVITATION TO QUOTE

Date: July 17, 2023

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	1019-AM-23	Supply/Delivery of Catering Services. Please see attached RFQ.	₱ 54,000.00	Per Schedule of Activity	Place of Activity	Small Value Procurement
PGO-Local Executive	1020-AM-23	Supply/Delivery of Catering Services. Please see attached RFQ.	₱ 22,800.00	Per Schedule of Activity	Place of Activity	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 July 25, 2023:**  
**Advance Dropping (before July 25, 2023) Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. Date of Opening (July 25, 2023) – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6**
4. Request for Quotation's opening shall be **on July 25, 2023 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

  
**DESSAMIE BUAT-SANCHEZ, CPA, J.D** 9  
(Provincial Budget Officer)  
BAC Chairperson

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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

## INVITATION TO QUOTE

Date: July 17, 2023

1. 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	YR	Description	ABC	Delivery Period	Place of Activity	Mode of Procurement
PTDO	1019-74-23	Supply/Delivery of Catering Services Please see attached BTO.	P 24,000.00	For Schedule of Activity	Place of Activity	Small Value Procurement
PO-Local Revenue	1020-74-23	Supply/Delivery of Catering Services Please see attached BTO.	P 22,800.00	For Schedule of Activity	Place of Activity	Small Value Procurement

2. Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Main, 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 July 25, 2023:

Advanced Bidding (Before July 25, 2023) Room 4, Procurement Management Office, Capitol Building, Main, Digos City, Date of Opening (July 25, 2023) – Kalaw Hall, Davao del Sur Coliseum, Province of Davao del Sur.

4. Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Kalaw Hall, Davao del Sur Coliseum, Province 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 RFO by the participating supplier. In the absence of Brand Name, offeror shall be sufficient ground for disqualification of the participating supplier/bidder.

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

8. The supplier shall notify the PCSO 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 32.6 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.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)

MS. NORJANA M. CAMAGUIN, MBA

PMO-Chief Administrative Officer

Head BAC Secretariat

Procurement Management Office

Room 4, Executive Building, Barangay Main, Digos City

Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)

Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)

Telephone No.: (082) 223-9279

Mobile No.:

Global 0905-229-0266; 0866-674-7142

Smart 0903-303-2024; 0946-194-2381

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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) – 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.: **1020-AM-23**

End User:

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

Dated: **07/17/2023**

**PGO - Local Chief Executive**

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	pax	<b>CATERING SERVICES</b> One (1) meal & 2 snacks - 30 pax/day (packed lunch) Day 1 - August 3, 2023	60	22,800.00	380.00		
		Menu: A.M Snack: sandwich, & bottled juice Lunch: Rice, buttered chicken, beef steak, soft drink 8oz., & bottled water 350ml. P.M Snack: torta, & bottled juice <b>Note: with flowing coffee</b>					
		Day 2 - August 4, 2023 - 30pax/day Menu: A.M Snack: siopao, & bottled juice Lunch: Rice, sweet & sour fish, chicken bola-bola, soft drink 8oz., & bottled water 350ml. P.M: bibingka, & bottled juice <b>Note: with flowing coffee</b>					
		<b>To be serve during 2-Day Supply Management and Proper Care of Firearms and Ammunition Seminar held at kapanalig Hall, Davao Sur Police Provincial Office, San Agustin, Digos City on August 3-4, 2023.</b>					
		<b>Charges: Anti Criminality Program Representation Expense 5-02-99-030</b> Purpose/Remarks: To be serve during 2- Day Supply Management and Proper Care of Firearms and Ammunition Seminar held at Kapanalig Hall, Davao Sur Police Provincial Office, San Agustin, Digos City on August 3-4, 2023. <b>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.</b>		22,800.00			

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: PER SCHEDULE OF ACTIVITY
3. PLACE OF DELIVERY: PLACE OF ACTIVITY
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

Failure to fill-out completely this section shall be a ground for disqualification of the bidder at the time of the RFQ.

Name & Signature of Proprietor or its duly authorized representative

Valid ID

(Telephone Cellphone No. and/or Email Address)

CANVASSER:

Name & Signature of Canvasser

Valid ID

(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)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Love Davao del Sur*

### INVITATION TO QUOTE

Date: July 18, 2023

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
SP-RIVERA	1031-AM-23	Supply/Delivery of PE HOSE. Please see attached RFQ.	₱ 86,140.00	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. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on July 25, 2023**:  
**Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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

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

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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

## INVITATION TO QUOTE

Date: July 18, 2023

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	IFR	Description	ABC	Delivery Period	Place of Delivery	Mode of Procurement
PI-RIVERA	1071-AM-23	Supply/Delivery of PE Hose Please see attached RFD.	₱ 86,140.00	10 Calendar Days	PSO Warehouse	Small Value Procurement

- Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Mati, Digos City from 8:00 a.m. - 4:00 p.m., Monday to Friday.
- Price Quotations must be delivered to the following at 9:00am on July 25, 2023:  
Advanced Bidding (before July 25, 2023) Room 4, Procurement Management Office, Central Building, Mati, Digos City. Date of Opening (July 25, 2023) - Kalasa Hall, Davao del Sur Coliseum, Province of Davao del Sur.
- Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Kalasa Hall, Davao del Sur Coliseum, Province 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 RFO by the participating supplier. 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 PSO 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, or not award the contract at any time prior to contract award in accordance with Sections 32.6 and 31 of the 2019 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.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)

MS. NORIYANA M. CAMAGUIN, MPA  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Mati, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)  
Telephone No.: (082) 232-9219  
Mobile No.:  
Globe 0905-229-0526; 0968-974-7142  
Smart 0908-332-2024; 0946-194-2281

BESSAMIE BUAT-SANE REZ, CPA, J.D.  
(Provincial Bids and Awards Committee)  
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)

July 18, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) – 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.: **1031-AM-23**  
 Dated: **07/17/2023**

End User:  
**SP - Legislation (BAE NORMA O. RIVERA)**

  
**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	ROLL	PE HOSE - 1 x 60 mtrs	3	15,732.00	5,244.00		
2	ROLL	PE HOSE - 3/4 x 90 mtrs	4	16,932.00	4,233.00		
3	ROLL	PE HOSE - 2 x 60 mtrs	1	16,896.00	16,896.00		
4	ROLL	PE HOSE - 1/2 x 90 mtrs	10	36,580.00	3,658.00		
		<b>Charges: 2023 LGDF - Provincewide Development Program (1919-03) Donation (5-02-99-080)</b> Purpose/Remarks: For donation to various IPMR offices in Davao del Sur requesting for the item NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		<b>86,140.00</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                       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)

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO DEL SUR  
MATTI, DIGOS CITY  
CANVASS REQUEST FOR QUOTATION

# 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 QUOTATIONS/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

CANVASSER:

Signature of Canvasser

NOTE: YOU SECURE THE CANVASS FORMS KINDLY CHECK THE

1. The price is valid for 30 days from the date of opening of bids.  
2. The price is valid for 30 days from the date of opening of bids.  
3. The price is valid for 30 days from the date of opening of bids.



# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Telefax: (082) 553-9579  
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)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Davao Davao del Sur*

## INVITATION TO QUOTE

Date: July 18, 2023

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
PEO-Maintainance	1035-AM-23	Supply/Delivery of Other Supplies & Material Expense. Please see attached RFQ.	₱ 95,805.00	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. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on July 25, 2023**:  
**Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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

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



INVITATION TO QUOTE

Date: July 19, 2023

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	ITC	Description	ABC	Delivery Period	Place of Delivery	Form of Procurement
Procurement Management Office	ITC-004-23	Supply of various office supplies and stationery items. Please see attached BBO.	2,953,000.00	10 calendar days	Provincial Government	Small Value Procurement

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

This quotation must be delivered to the following at 2:00pm on July 25, 2023.

Advance Bidding (Before July 25, 2023) from 4:00pm to 5:00pm at Procurement Management Office, Executive Building, Barangay Marik, Digos City. Date of Opening (July 25, 2023) - 8:00am to 9:00am at the same location. Province of Davao del Sur.

Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Hotel Hall, Davao del Sur College, Provincial Office Building, Digos City.

This proposal Request for Quotation's form as attached. Late bid shall not be accepted.

If applicable, brand names shall be indicated in the BQ by the participating bidders. In the absence of brand names, offered will 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 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 if there is failure of bidding or not award the contract at any time prior to contract award in accordance with sections 32 & 41 of the RA 9184 or RA 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.davaodelsur@psa.gov.ph](mailto:bac.davaodelsur@psa.gov.ph)

Mrs. NORLAINA M. CARRASQUEL, MBA  
BMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Marik, Digos City  
7/25/23  
Email: [norlaina.carrasquel@psa.gov.ph](mailto:norlaina.carrasquel@psa.gov.ph)  
Telephone No: (082) 242-0219  
Mobile No: 0905-220-0226 / 0906-974-7143  
Phone No: 082-332-2024 / 082-194-2281

DERMAME BUAT-SALICHTA, CPA, IB  
Former IB Bidder 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)

July 18, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) - 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.: **1035-AM-23**

End User:

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

Dated: **07/17/2023**

**PEO - Maintenance**

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	pcs	<b>STAINLESS STEEL FAUCET 1/2"</b> (see attached picture) <i>Specifications:</i> - Stainless Steel - Heavy Duty Rubber Gasket - Modern Aesthetic Design	1	550.00	550.00		
2	set	<b>CEILING MOUNT EXHAUST FAN 8" W/ ALUMINUM FOIL TUBING</b> (see attached picture) <i>Specifications:</i> - Type: Ventilation Fan - Used for: Bathroom - 8-inch (panel 24cm, opening 20cm) with at least 1.5m aluminum foil tube - Voltage (V): 220V-240V/ 50 Hz	1	6,500.00	6,500.00		
3	set	<b>CERAMIC WALL HANG URINAL W/ COMPLETE ACCESORIES: Bracket &amp; Fixing Screw, Urinal Flange</b> (see attached picture) <i>Specifications:</i> - Dimension: L30.0 x W48.0 x H74.0cm - Material Used: Ceramic - Color: White	1	16,250.00	16,250.00		
4	set	<b>LAVATORY WASH BASIN COUNTERTOP/ WALL HUNG W/ COMPLETE ACCESORIES: Basin + Ptrap and Pop UP + Faucet</b> (see attached picture) <i>Specifications:</i> - Basin Material: Ceramic - Dimension ( L x W x H): 335 x 290 x 110	1	15,500.00	15,500.00		
5	pcs	<b>WALL MOUNTED MIRROR</b> <i>Specifications:</i> - Width: 45cm - Height: 150cm	1	3,700.00	3,700.00		

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 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

CANVASSER:

Name & Signature of Canvasser

Date

Name & Signature of Proprietor or its duly authorized representative

Date



# 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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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 QUOTATIONS/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.
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  - a. NOT ENCLOSED IN AN ENVELOPE
  - b. ENVELOPE NOT SEALED
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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

Name & Signature of Canvasser  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_

Name & Signature of Proprietor  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_

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



**INVITATION TO QUOTE**

**Date: July 17, 2023**

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	1019-AM-23	Supply/Delivery of Catering Services. Please see attached RFQ.	₱ 54,000.00	Per Schedule of Activity	Place of Activity	Small Value Procurement
PGO-Local Executive	1020-AM-23	Supply/Delivery of Catering Services. Please see attached RFQ.	₱ 22,800.00	Per Schedule of Activity	Place of Activity	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 July 25, 2023**:
- Advance Dropping (before July 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (July 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on July 25, 2023 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  
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 Globe 0905-229-0526; 0966-974-7142  
 Smart 0908-332-2024; 0946-194-2281

  
**DESSAMIE BUAT-SANCHEZ, CPA, J.D** 9  
 (Provincial Budget Officer)  
 BAC Chairperson

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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

## INVITATION TO QUOTE

Date: July 17, 2023

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	1019-7M-23	Supply/Delivery of Caring Services Please see attached RFO.	P 24,000.00	1st Schedule of Activity	Place of Activity	Small Value Procurement
POI-Head Executive	1020-7M-23	Supply/Delivery of Caring Services Please see attached RFO.	P 12,800.00	1st Schedule of Activity	Place of Activity	Small Value Procurement

2. Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4 Executive Building, Barangay Main, Digos City from 8:00 a.m. – 4:00 p.m., Monday to Friday.

3. Price Quotation must be delivered to the following at 9:00am on July 25, 2023:

Advanced Bidding (Before July 25, 2023) Room 4 Procurement Office, Capitol Building, Main, Digos City. Date of Opening (July 25, 2023) – Ralox Hall, Davao del Sur Coliseum, Province of Davao del Sur.

4. Request for Quotation's opening shall be on July 25, 2023 at 9:00 a.m. at Ralox Hall Davao del Sur Coliseum, Provincial Office of Davao del Sur.

5. The prescribed Request for Quotation's form is attached. Late bid shall not be accepted.

6. If applicable, Brand Name shall be indicated in the RFO by the participating supplier. In the absence of Brand Name, offeror shall be sufficient ground for disqualification of the participating supplier/bidder.

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

8. The supplier shall notify the PCSO 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 32.0 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.davao@pscs.gov.ph](mailto:bac.davao@pscs.gov.ph)

MR. NORLAINA M. CAMAGUIN, MBA

PIO-Cost Administrative Officer

Head BAC Secretariat

Procurement Management Office

Room 4 Executive Building, Barangay Main, Digos City

Website: [www.davao.gov.ph](http://www.davao.gov.ph)

Email: [bac.davao@pscs.gov.ph](mailto:bac.davao@pscs.gov.ph)

Telephone No.: (082) 223-0270

Mobile No.:

Office 0903-029-0208; 0866-974-7142

Smart 0903-322-2024; 0946-194-2281

DESSAMIE BUT-BAKCHIZ, CPA, JD.  
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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) – 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.: **1019-AM-23**

End User:

Dated: **07/17/2023**

**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	pax	<b>Catering Services</b> 1 Buffet and 2 Snacks for Providing Outstanding Customer Service Seminar Date: July 28, 2023 Venue: Davao del Sur, Douglas Ra. Cagas Sports and Business Center  AM Snacks: Puto Maya with Bottled Juice in a glass Lunch: Rice, Native Chicken Tinola, Sotanghon Guisado and Garlic Shrimp, Softdrinks in a glass and water in a glass PM Snacks: Jelly Roll with soft drinks in a glass  Free flowing of coffee	30	10,800.00	360.00		
2	pax	<b>1 Buffet and 2 Snacks</b> for Certificate of Ancestral Domain Seminar Date: August 10, 2023 Venue: Davao del Sur, Douglas Ra. Cagas Sports and Business Center  AM Snacks: Puto Maya with Bottled Juice in a glass Lunch: Rice, Chicken Adobo, Sweet and Sour fish fillet and Garlic Shrimp, Softdrinks in a glass and water in a glass PM Snacks: Jelly Roll with soft drinks in a glass  Free flowing of coffee	30	10,800.00	360.00		
3	pax	<b>1 Buffet and 2 Snacks</b> for Music and Dance Workshop and Its Etymology Seminar-Training Date: August 25, 2023 Venue: Davao del Sur, Douglas Ra. Cagas Sports and Business Center  AM Snacks: Puto Maya with Bottled Juice in a glass Lunch: Rice, Chicken Adobo, Chicken Lumpia and Beef Amplaya, Softdrinks in a glass and water in a glass	30	10,800.00	360.00		

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: PER SCHEDULE OF ACTIVITY
3. PLACE OF DELIVERY: PLACE OF ACTIVITY
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 QUOTATIONS/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

CANVASSER:

Name & Signature of Canvasser

Date

---

Name & Signature of Proprietor or its Duly Authorized Representative

Date

---

Name & Signature of Canvasser

Date



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)

July 17, 2023

(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 **July 25, 2023 @ 9:00 AM:**

Advance Dropping (before **July 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**July 25, 2023**) - 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.: **1019-AM-23**

End User:

Dated: **07/17/2023**

**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	BrandName
		PM Snacks: Jelly Roll with soft drinks in a glass Free flowing of coffee					
4	pax	<b>1 Buffet and 2 Snacks</b> for Learning Effective Time and Project Management Seminar Date: August 30, 2023 Venue: Davao del Sur, Douglas Ra. Cagas Sports and Business Center  AM Snacks: Puto Maya with Bottled Juice in a glass Lunch: Rice, Chicken Adobo, Chicken Lumpia and Beef Amplaya, Softdrinks in a glass and water in a glass PM Snacks: Special mamon with soft drinks in a glass  Free flowing of coffee	30	10,800.00	360.00		
5	pax	<b>1 Buffet and 2 Snacks</b> for 3rd Quarterly Tourism Officer's Meeting Date: September 6, 2023 Venue: Davao del Sur, Douglas Ra. Cagas Sports and Business Center  AM Snacks: Puto Maya with Bottled Juice in a glass Lunch: Rice, Chicken Adobo, Chicken Lumpia and Beef Amplaya, Softdrinks in a glass and water in a glass PM Snacks: Jelly Roll with soft drinks in a glass  Free flowing of coffee  Note: Green Procurement -use of waxed carton instead of Styrofoam (packed meals) -use stainless steel, wooden/bamboo spoon, and fork instead of plastic spoon or fork -use glass, disposable paper cups instead of disposable plastic cups -use a stainless teaspoon, wooden popsicles stick instead of a plastic stirrer -use of glass/personal tumbler instead of single -use plastic bottled water	30	10,800.00	360.00		

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)

Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Marikina City

# GENERAL CONDITION

CANVASS REQUEST FOR QUOTATION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD: PER SCHEDULE OF ACTIVITY
3. PLACE OF DELIVERY: PLACE OF ACTIVITY
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.
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Republic of the Philippines  
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 Mati, Digos City

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Small Value Procurement (Sec 53.9)

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PR. NO.: **1019-AM-23** End User:  
 Dated: **07/17/2023** **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	BrandName
		-use of glass bottled soft drinks instead of single -use plastic soft drinks bottle -use of paper straw instead of plastic straw -reduce the usage of disposable containers for food, drink & condiments  Condition: - Staggered payment					
		Charges: <b>PROVINCIAL SOCIO CULTURE &amp; ARTS DEVELOPMENT PROGRAM C.Y 2023 LGDF-GENFUND REPRESENTATION EXPENSE 5-02-99-030</b> Purpose/Remarks: Food for seminars and orientation of Socio Culture & Arts Program NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		54,000.00			

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