



**INVITATION TO QUOTE**

Date: June 15, 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
PPDO	0897-AM-23	Supply/ Delivery of Office Supplies.	₱ 59,848.00	10 Calendar Days	PGSO Warehouse	Shopping (Sec 52.1.b)
PGSO	0898-AM-23	Supply/ Delivery of Office Supplies.	₱ 165,520.00	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 Mati, 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 June 22, 2023:**

Advance Dropping **(Before June 22 2023)** Room 4, Procurement Management Office, Capitol Building, Mati, Digos City. Date of Opening **(June 22, 2023)** – Kalota Hall, Davao del Sur Coliseum, Province of Davao del Sur.

4. Request for Quotation's opening shall be on **June 22, 2023 at 9:00 a.m. at Kalota 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 (2) 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: [bc.davaodelsur2@gmail.com](mailto:bc.davaodelsur2@gmail.com)

MS. NORJANNA 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: [bc.davaodelsur2@gmail.com](mailto:bc.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





**Republic of the Philippines**  
**PROVINCE OF DAVAO DEL SUR**  
**Matti, Digos City**  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
**Shopping (Sec 52.1.b)**

June 15, 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 **June 22, 2023 @ 9:00 AM**.  
 Advance Dropping (before **June 22, 2023**) - Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
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End User: **PPDO**

PR. NO.: **0897-AM-23**

Dated: **06/15/2023**

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
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1	ream	Book Paper Long (8.5 x 13) 70gsm - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	12	3,060.00	255.00		
2	ream	Book Paper A4 - 70gsm - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	8	1,920.00	240.00		
3	pcs	Folder Brown - Legal Size	200	2,000.00	10.00		
4	pcs	Expanded Envelope - Legal Size (Brown)	100	2,600.00	26.00		
5	pcs	Envelope - Legal Size (Brown)	50	400.00	8.00		

Charges: CY 2023 - LGDF - 1919 Project Monitoring and Evaluation System 5-02-03-010 Office Supplies Expenses Amount: Php 9,980.00							
6	pack	Photo Paper A4 - 10 sheets/pack	8	1,040.00	130.00		
7	pack	Vellum Board - Long (Beige) - 10sheets/pack	8	520.00	65.00		
8	pack	Vellum Board - A4 (Beige) - 10sheets/pack	8	520.00	65.00		
9	pcs	Sign Pen- Black	24	864.00	36.00		
10	pcs	Sign Pen- Blue	24	864.00	36.00		
11	pcs	Balipen - black	50	700.00	14.00		
12	pcs	Flash Drive - 32GB - genuine	7	5,320.00	760.00		
13	pcs	Record Book 70gsm - long, 500 pages	10	1,700.00	170.00		
14	box	Index Tab " Sign Here" - mix colors - 5 sheets/box	5	325.00	65.00		
15	pcs	Sticky Notes - 3 x 3 inch size	30	1,650.00	55.00		

Note: In case of the 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.

**CANVASSER:** After having carefully read and accepted your General Conditions at the back, I/We have quote you on the items/ at prices noted  
 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 RFO/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

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

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





**Republic of the Philippines**  
**PROVINCE OF DAVAO DEL SUR**  
**Mati, Digos City**  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
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June 15, 2023

(Company Name & Address)

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PR. NO.: 0897-AM-23  
 Dated: 06/15/2023  
 End User: PPDO

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
16	box	Binder Clip - 3/4 inch - 1dozen/box	30	2,850.00	95.00		
17	box	Binder Clip - 1 inch - 1dozen/box	20	2,000.00	100.00		
18	pack	PVC Cover - transparent - A4	2	2,700.00	1,350.00		
19	pcs	Correction Tape - 8m	15	525.00	35.00		
20	bot	Ink bottle for Brother (DCP-720DW), BT5000 - Cyan	5	2,800.00	560.00		
21	bot	Ink bottle for Brother (DCP-720DW), BT5000 - Yellow	5	2,800.00	560.00		
22	bot	Ink bottle for Brother (DCP-720DW), BT5000 - magenta	5	2,800.00	560.00		
Charges: CY 2023 - LGDF 1919-10 Data Management Program 5-02-03-010 Office Supplies Expenses Amount: Php 29,978.00							
23	pcs	Folder Brown - legal	50	500.00	10.00		
24	pcs	Black Ballpen	50	500.00	10.00		
25	pcs	Brown Envelope - Legal size	100	900.00	9.00		
26	pcs	Expandable Folder - Legal size	50	1,000.00	20.00		
27	pcs	Record Book - 300 pages/pc	10	1,250.00	125.00		
28	box	Index Tab " Sign Here" - 5 pcs/box	10	600.00	60.00		
29	pcs	Sticky note 3" x 3" - good quality	20	940.00	47.00		
30	box	Binder Clips 2" - 12pcs/box	20	1,000.00	50.00		
31	bottle	BT5000 ink bottle - Yellow - Brother DCP-T710W - genuine	5	2,400.00	480.00		
32	bottle	BT5000 ink bottle - Magenta - Brother DCP-T710W - genuine	5	2,400.00	480.00		
33	bottle	BT5000 ink bottle - Cyan - Brother DCP-T710W - genuine	5	2,400.00	480.00		
34	Ream	Book paper - long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	2,600.00	260.00		
35	ream	Book paper - A4 - Can be recycled/can be re-used	10	2,400.00	240.00		

**CANVASSER:** After having carefully read and accepted your General Conditions at the back, I/We have quote you on the items/ at prices noted back of the RFC.

**Name & Signature of Canvasser**  
 HOW DID YOU SECURE THE RFC/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:  
 Through a Canvasser  
 Walk-in Supplier  
 Sent through BAC Email  
 Downloaded through Philigps  
 Downloaded through Davao del Sur Website

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

Valid ID

# 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 TWO (2) 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
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  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS

HOW DID YOU SECURE THE RFO/CANVASS FORM? KINDLY CHECK THE APPROPRIATE BOX:  
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(Name & Signature of proprietor or its duly authorized representative)  
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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
36	pack	Vellum Board - Long - 10pcs/pack - preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	550.00	55.00		
37	pack	Vellum Board - A4 - 10pcs/pack	10	450.00	45.00		
		CY 2023 - 8919-16 - LGDF Water Resource Development Program 5-02-03-010 Office Supplies and Materials Expenses					
		AMOUNT: Php 19,890.00					
		Charges: CY 2023 - 1919 - LGDF Project Monitoring & Evaluation System 5-02-03-010 Office Supplies and Materials Expenses CY 2023 - 1919-10 - LGDF Data Management Program 5-02-03-010 Office Supplies and Materials Expenses CY 2023 - 8919-16 - LGDF Water Resource Development Program 5-02-03-010 Office Supplies and Materials Expenses		59,848.00			
		Purpose/Remarks: For the use for Project Monitoring & Evaluation System, Data Management Program and Water Resource Development Program office supplies NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFO AS PART OF THE CONTRACT.					

PR. NO.: 0897-AM-23  
 Dated: 06/15/2023  
 End User: PPDO  
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June 15, 2023

Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Matti, Digos City  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
 Shopping (Sec 52.1.b)



# GENERAL CONDITION

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For further information, please refer to:

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**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





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

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

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PR. NO.: **0898-AM-23**

End User:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **06/15/2023**

**PGSO**

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	REAMS	BOOKPAPER LONG 70 GSM	110	30,250.00	275.00		
2	REAMS	BOOKPAPER A4 70 GSM	60	15,600.00	260.00		
3	PCS	FLASH DRIVE 32 GB	15	6,750.00	450.00		
4	PADS	STICK ON NOTES 2" X 2"	24	1,200.00	50.00		
5	BOXES	PLASTIC PAPER FASTENER 8 "	24	3,600.00	150.00		
6	REAMS	BROWN FOLDER LONG - THICK 14 PTS. ( 100 PCS/RM )	5	5,000.00	1,000.00		
7	PCS	CORRECTION TAPE 8M	72	3,600.00	50.00		
8	ROLLS	MASKING TAPE 1"	36	1,980.00	55.00		
9	ROLLS	TRANSPARENT TAPE 1"	36	1,980.00	55.00		
10	ROLLS	PACKAGING TAPE 2" BROWN	48	3,840.00	80.00		
11	PCS	SIGNPEN HIGH QUALITY POINT 7 (0.7) BLUE	110	4,950.00	45.00		
12	PCS	SIGNPEN HIGH QUALITY POINT 5 (.5) BLACK	60	2,700.00	45.00		
13	PCS	PUNCHER HEAVY DUTY WITH TWO HOLES GUIDE	4	1,000.00	250.00		
14	PCS	STAPLER WITH REMOVER #35 HEAVY DUTY GOOD QUALITY	6	3,600.00	600.00		
15	REAMS	COLOR BOND PAPER LONG	4	1,200.00	300.00		
16	BOX	BINDER CLIP BIG 3" 12 PCS/ BOX	6	750.00	125.00		
17	BOX	PAPER CLIPS PLASTIC COATED JUMBO / BIG 50MM	12	780.00	65.00		
18	PCS	PERMANENT MARKER BLUE BROAD	120	9,000.00	75.00		
19	PCS	SELF INKING STAMP SMALL	10	8,000.00	800.00		
20	PCS	SELF INKING STAMP MEDIUM	8	6,800.00	850.00		
21	PCS	FINGERTIP MOISTENER	5	650.00	130.00		
22	PCS	TAPE DISPENSER 1 "	5	1,240.00	248.00		
23	BOX	STAPLE WIRE NO. 35	24	1,680.00	70.00		
24	PCS	BALLPEN BLACK	120	1,200.00	10.00		
25	PCS	BALLPEN BLUE	120	1,200.00	10.00		
26	PCS	RECORD BOOK 300 PAGES	12	1,560.00	130.00		
27	PCS	INK FOR EPSON PRINTER L3210 - 003 BLACK - 10, CYAN- 5 , YELLOW -5, MAGENTA-5	25	9,150.00	366.00		
28	PCS	STORAGE BOX BIG WHITE 75 LITER	3	2,940.00	980.00		
29	PACKS	BATTERY AA 2 PCS/PACK - HEAVY DUTY	10	1,750.00	175.00		
30	PACKS	BATTERY AAA 2 PCS/PACK HEAVY DUTY	10	1,750.00	175.00		
31	PCS	DATA FILE BOX	12	2,700.00	225.00		
32	PCS	DATER STAMP	5	1,000.00	200.00		
33	BOX	PENCIL WITH ERASER ( 12 PCS / BOX )	2	260.00	130.00		
34	PCS	HIGH LIGHTER MARKER - YELLOW / ORANGE / GREEN	24	1,080.00	45.00		
35	PCS	DOUBLE SIDED TAPE 1"	12	780.00	65.00		
36	PCS	ELECTRONIC CALCULATOR 12 DIGIT	6	3,900.00	650.00		
37	PCS	NOTEBOOK SMALL STANDARD SIZE 90 LEAVES	12	600.00	50.00		

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 TYPED/WITTEN OR WRITTEN LEGIBLY.

2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.

3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.

4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.

5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE

GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.

6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERRED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.

7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIERS. 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 TWO (2) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.

9. IF THE SUBJECT ITEMS FOR THE BREAKING IS OF A MINIMUM AMOUNT (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 (RFQs)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQs SUBMITTED THROUGH THE BAC EMAIL).

11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.

12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR

AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY. 13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:

a. NOT ENCLOSED IN AN ENVELOPE

b. ENVELOPE NOT SEALED

c. TAMPERED ENVELOPE

14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:

a. COMPANY NAME

b. CONTACT NUMBER

c. PURCHASE REQUEST NO. & DATE

d. SCHEDULE OF DROPPING/BID OPENING

15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:

a. COMPANY NAME AND ADDRESS

b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE

c. VALID ID

d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS





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

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

Shopping (Sec 52.1.b)

June 15, 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 **June 22, 2023 @ 9:00 AM:**

Advance Dropping (before **June 22, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**June 22, 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.: **0898-AM-23**

End User:

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

Dated: **06/15/2023**

**PGSO**

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
38	UNIT	3 IN 1 PRINTER ( PRINT , SCAN & PHOTOCOPY ) USB CONNECTION , DIRECT WIFI , CAN PRINT LONG SIZE	1	19,500.00	19,500.00		
		GREEN SPECS : for Book papers and record books Preferably use of biodegradable materials , made of recycled papers					
		Charges: <b>1061 MOOE OFFICE SUPPLIES 5-02-03-010</b> Purpose/Remarks: FOR THE USE OF PGSO NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		165,520.00			

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

ITR/BTR and Omnibus sworn statement shall be submitted prior to the release of payment in the case of Small Value Procurement.

After having carefully read and accepted your General Conditions at the back, I/We have quote you on the item/s at prices noted

**CANVASSER:**

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

Name & Signature of Canvasser

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

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

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

Valid ID

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

# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.

4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.

6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.

7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF TWO (2) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.

9. IF THE SUBJECT ITEMS FOR THE 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. RFQ'S/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
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- d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS





**INVITATION TO QUOTE**

Date: June 15, 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	0901-AM-23	Supply/Delivery of (Angle Bars, G.I Pipe, Welding Rod, etc.)	₱ 141,627.00	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 Mati, 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 June 22, 2023:**

Advance Dropping (before June 22, 2023) Room 4, Procurement Management Office, Capitol Building, Mati, Digos City. Date of Opening (June 22, 2023) – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6

4. Request for Quotation's opening shall be on **June 22, 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 (2) 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 Mati, 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, JD  
(Provincial Budget Officer)  
BAC Chairperson







Republic of the Philippines  
 Province of Davao del Sur  
 Matti, Digos City  
**BIDS AND AWARDS COMMITTEE**  
**CANVASS/REQUEST FOR QUOTATION**  
 Small Value Procurement (Sec 53.9)

June 15, 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 June 22, 2023 @ 9:00 AM.  
 Advance Dropping (before June 22, 2023) - Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
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PR. NO.: 0901-AM-23  
 Dated: 06/15/2023  
 End User: PEO

DESSAMIE BULT-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	lghts	ANGLE BARS, 4mmthk x 38mm x 38mm	113	112,435.00	995.00		
2	lghts	G.I. PIPE, #2	6	15,120.00	2,520.00		
3	kgs	WELDING ROD, ordinary	20	2,400.00	120.00		
4	gal	EPOXY PRIMER, 4L/gallon, good quality	4	7,680.00	1,920.00		
5	gal	ENAMEL PAINT, 4L/gallon (black), good quality	4	3,992.00	998.00		
				141,627.00			

Charges: 8751- PEO Admin. Division  
 5-02-13-040-01 R/M Building & Other Structure- Building  
 Purpose/Remarks: For use in the PEO.  
 NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.

Note: In case of the 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.

CANVASSER: After having carefully read and accepted your General Conditions at the back, I/We have quote you on the items/ at prices noted  
 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:  
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 Downloaded through Davao del Sur Website

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

Valid ID

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8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF TWO (2) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
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  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - a. COMPANY NAME
  - b. CONTACT NUMBER
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15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
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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