

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO DEL SUR  
Office of the Governor

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
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: May 19, 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
PVET	0393-AM-23	Supply of Branded Laptop. Please see attached RFQ.	₱ 80,000.00	10 Working 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 May 25, 2023**:  
**Advance Dropping (before May 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (May 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on May 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 (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 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: May 10, 2023

The Government of Karnataka through the Public Works Department (PWD) invites all interested persons to quote for the following goods under Alternative Methods of Procurement (Quoting) on 21.05.2023.

Sl. No.	Item Description	Quantity	Unit	Estimate No.	Particulars	Remarks
1	...	...	...	...	...	...

Interested persons should obtain information from the Procurement Management Office, PWD, Government of Karnataka, Bangalore. Office Hours: 9:00 am to 5:00 pm, Monday to Friday.

For details, please refer to the advertisement in the following link: [https://www.pwd.karnataka.gov.in](#)

The Government of Karnataka, Bangalore. Procurement Management Office, PWD, Government of Karnataka, Bangalore. Office Hours: 9:00 am to 5:00 pm, Monday to Friday.

Interested persons should obtain information from the Procurement Management Office, PWD, Government of Karnataka, Bangalore. Office Hours: 9:00 am to 5:00 pm, Monday to Friday.

The Government of Karnataka, Bangalore. Procurement Management Office, PWD, Government of Karnataka, Bangalore. Office Hours: 9:00 am to 5:00 pm, Monday to Friday.

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The Government of Karnataka, Bangalore. Procurement Management Office, PWD, Government of Karnataka, Bangalore. Office Hours: 9:00 am to 5:00 pm, Monday to Friday.

DESSAITE BHAU-SAGHEE, CH. CLIDE  
Procurement Officer, PWD  
BAG, Bangalore



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)  
 Recanvass Item/s (3<sup>RD</sup> Opening)

May 19, 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 May 25, 2023 @ 9:00 AM:

Advance Dropping (before May 25, 2023) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (May 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.: **0393-AM-23**  
 Dated: **03/01/2023**

End User:  
**PVET**

**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	unit	<b>BRANDED LAPTOP</b>  Specifications: - CORE i5 10th GEN PROCESSOR or faster - 8GB DDR4 RAM (Minimum) - 512 SSD Storage - 1 TB HHD Storage - at least 15" full HD IPS 120Hz Display - 4GB DDRG video card - Bluetooth and Wifi capable - Windows 10 Home (64bit) Licensed and Genuine Operating System - with laptop bag & wireless mouse  Delivery Period: 10 working days Warranty Period: 1 year  Green Specifications: - ICT equipment which fulfills at least ENERGY STAR 6.1 computers and 7.0 for monitor criteria - with a visible on/off switch - availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of production - in recyclable packages	1	80,000.00	80,000.00		
		<b>Charges: 8911-19</b> <b>Livestock &amp; Poultry Development</b> <b>PROVINCIAL ANIMAL DISEASE DIAGNOSTIC LABORATORY</b> <b>under Information and Communication Technology Equipment</b> <b>Acct. Code - 1-07-05-030</b> Purpose/Remarks: for use of provincial animal laboratory NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		80,000.00			

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

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

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

**CANVASSER:**

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

Name & Signature of Canvasser

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

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

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

Valid ID

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

# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 WORKING 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
  - 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: May 19, 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
VGO	0663-AM-23	Supply/Delivery of T-shirt without collar & Sublimation Shirt with collar.  Please see attached RFQ.	₱ 83,500.00	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 May 25, 2023:**  
  
**Advance Dropping (before May 25, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (May 25, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on May 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 (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 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: May 19, 2023

The Provincial Government of Guyana desires to purchase the following goods under Alternative Methods of Procurement (Small Value Procurement). Bidders are invited to quote for the following goods under Alternative Methods of Procurement (Small Value Procurement).

Office	MR	Description	ABC	Delivery Period	Place of Delivery	Place of Procurement
VED	085-47123	supply/delivery of 1-bird without collar & popliteal skin with collar. Please see attached R.O.	P 833,00.00	10 Calendar days	Winnipeg	Small Value Procurement

Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barranger Road, Georgetown, Guyana from 9:00 a.m. to 4:00 p.m., Monday to Friday.

1. This Quotation must be delivered to the following at 9:00am on May 25, 2023:

Address: Executive Building, Room 4, Procurement Management Office, Executive Building, Barranger Road, Georgetown, Guyana. Date of Opening: (May 25, 2023) - (10:00am) (Room 4, Procurement Management Office, Executive Building, Barranger Road, Georgetown, Guyana)

2. Bidders are invited to submit their bids by 9:00 a.m. on May 25, 2023 at 9:00 a.m. at the Procurement Management Office, Executive Building, Barranger Road, Georgetown, Guyana.

3. The procuring authority reserves the right to accept or reject any bid without giving any reason therefor.

4. If a bidder is not successful, they shall be invited to the RFP by the procuring authority. In the absence of "Best Bidder", the procuring authority reserves the right to award the contract to any other bidder.

5. Bids are allowed to offer a maximum of two (2) brands only. Brand replacement shall not be allowed.

6. The bidder shall notify the PPO a day before the actual delivery.

7. The Provincial Government of Guyana reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract to any bidder prior to contract award in accordance with sections 22.6 and 41 of the 2017 revised PRA Act and PRA, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The Best Bidder  
Provincial Government of Guyana  
Email: [procurement@guyana.gov.gy](mailto:procurement@guyana.gov.gy)

MR. ROBERT A. M. CARVALHO, MPA  
Procurement Administrative Officer  
Head PRA Procurement

Procurement Management Office  
Room 4, Executive Building, Barranger Road, Georgetown, Guyana  
Phone: [+592 478 47123](tel:+59247847123)  
Email: [procurement@guyana.gov.gy](mailto:procurement@guyana.gov.gy)

M. Billings  
Phone: 0967-229-047 or 0967-974-7111  
Fax: 0967-229-047 or 0967-974-7111

BRISMAHE WAJ-SARICHTA, CIA, J.D.  
Procurement Support Officer  
PAC Corporation



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

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

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

May 19, 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 **May 25, 2023 @ 9:00 AM:**

Advance Dropping (before **May 25, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**May 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.: **0663-AM-23**  
 Dated: **05/05/2023**

End User:  
**VGO**

**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	PC	T-Shirt without collar  Description: - with print - Dominant color: RED and WHITE - Jersey material SIZES: SMALL- 10PCS MEDIUM- 10 PCS LARGE- 159 PCS EXTRA LARGE- 20 PCS  PLEASE SEE ATTACHED DESIGN.	199	49,750.00	250.00		
2	PC	Sublimation Shirt with Collar  Description: - with print - Color: Dominant RED and WHITE - Polyester Material SIZES: SMALL 10PCS MEDIUM 15PCS LARGE 35PCS EXTRA LARGE 15PCS  PLEASE SEE ATTACHED DESIGN.	75	33,750.00	450.00		
		Charges: <b>5-02-09-080 PROVINCEWIDE DEVELOPMENT PROGRAM 2023 (DONATIONS)</b> <b>5-02-09-080 PROVINCEWIDE DEVELOPMENT FUND 2023</b> Purpose/Remarks: FOR THE USE OF VG RIAFE CAGAS FERNANDEZ TO BE DISTRIBUTED TO DIFFERENT BARANGAYS OF DAVAO DEL SUR. NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.		83,500.00			

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

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

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

**CANVASSER:**

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

Name & Signature of Canvasser

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

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

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

Valid ID

(Telephone, Cellphone No. and/or Email Address) Page 1 of 1

# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
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
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS