

**INVITATION TO QUOTE**

**Date: October 13, 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     |
|--------|------------|---|-------------|-------------------------------------|-------------------|-------------------------|
| PHO    | 1385-AM-23 | Supply/Delivery of Purified Drinking Water.<br>Please see attached RFQ. | ₱ 52,500.00 | Weekly Delivery & Staggered Payment | 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 October 19, 2023**:
- Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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** 8  
 (Provincial Budget Officer)  
 BAC Chairperson



INVITATION TO QUOTE

Date: October 13, 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 (AMOP) for the Procurement:

| Office | PR          | Description  | AEC         | Delivery Period          | Place of Delivery |
|--------|-------------|--|-------------|--------------------------|-------------------|
| PIO    | 1381-A41-23 | Supply/Delivery of Purified Drinking Water<br>Please see attached RFO. | P 02.500.00 | 45-60 Days<br>2-3 Months | Various           |

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

Price Quotations must be delivered to the following at 9:00am on October 19, 2023.

Advance Proposals (before October 19, 2023) Room 4 Procurement Management Office, Executive Building, Marikina City. Date of Opening (October 19, 2023) – Ralosa Hall, Davao del Sur, Cotabato, Provincial Government of Davao del Sur.

Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Ralosa Hall, Davao del Sur, Cotabato, Provincial Government of Davao del Sur.

- The prescribed Request for Quotation form is attached. Late bids shall not be accepted.
- If applicable, Brand Name shall be indicated in the RFO by the participating supplier. In the absence of Brand Name, offeror shall be authorized to provide the brand name of the participating supplier.
- Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.
- The supplier shall notify the BPOO 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 a failure to bid, to award the contract at any time prior to contract award in accordance with Sections 33.9 and 34 of the IRR, and to award the contract to the lowest bidder 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@psd.gov.ph](mailto:bac.davao@psd.gov.ph)

MR. NORAYNA M. CAMAGUIN, MBA  
PIO Chief Administrative Officer  
Head BAC Secretary

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

Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)  
Telephone No.: (082) 252-0339

Mobile No.:  
Globe 0905-339-0339; 0968-974-7143  
Smart 0905-332-3024; 0946-194-3281

RESANNE RUAT-SANCHEZ, CPA, JD.  
(Formerly, Bids Officer)  
BAC Chairperson



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

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

Small Value Procurement (Sec 53.9)

Recanvass Item/s (2<sup>ND</sup> Opening)

**October 12, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1385-AM-23**

End User:

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

Dated: **10/03/2023**

**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 |  |
|----------|-----------|---|------|--|---|---------------------------------|------------|--|
| 1        | container | Purified Drinking Water (5gallons)  | 1500 | 52,500.00                                | 35.00                                   |                                 |            |  |
|          |           | *NOTE: Weekly delivery and staggered payment  |      |  |   |                                 |            |  |
|          |           | Charges: CY 2023 LGDF- FUND GENRAL FUND<br>PROVINCIAL COVID 19 VACCINATION PROGRAM<br>WATER EXPENSES 5-02-04-010<br>Responsibility Center: 4919-11<br>Amount: Php 52,500.00   |      |  |   |                                 |            |  |
|          |           | Charges: <b>LGDF- FUND GENRAL FUND</b><br><b>COVID 19 VACCINATION PROGRAM</b><br><b>WATER EXPENSES 5-02-04-010</b><br><b>Responsibility Center: 4919-11</b><br>Purpose/Remarks: FOR COVID 19 VACCINATION PROGRAM USE<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |      |  |   |                                 |            |  |

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: WEEKLY DELIVERY AND STAGGERED PAYMENT
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERRED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERRED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.
12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
  - a. NOT ENCLOSED IN AN ENVELOPE
  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - a. COMPANY NAME
  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

## INVITATION TO QUOTE

Date: October 12, 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     |
|--------|------------|---|--------------|------------------|-------------------|-------------------------|
| DSPH   | 1430-AM-23 | Supply/Delivery of Transportation Equipment – Motor Vehicles.<br><br>Please see attached RFQ. | ₱ 199,000.00 | 10 Calendar Days | PGSO Warehouse    | Small Value Procurement |

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City** from **8:00 a.m. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
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: October 12, 2023

The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) invites all interested bidders 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     |
|--------|-----------|--|--------------|------------------|----------------------|-------------------------|
| ORNT   | 110-AM-23 | Supply/Delivery of Management Equipment - Motor / vehicle.<br>Please see attached RFO. | P 120,000.00 | 10 Calendar Days | Provincial Warehouse | Small Value Procurement |

- Interested supplier/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 October 19, 2023:  
Advance Bidding (Before October 19, 2023) Room 4, Procurement Management Office, Capital Building, Mati, Digos City  
Date of Opening (October 19, 2023) - Ralola Hall, Davao del Sur Coliseum, Province of Davao del Sur
- Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Ralola Hall, Davao del Sur Coliseum, Provincial of Davao del Sur.
- Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
- If applicable, Brand Name shall be indicated in the RFO by the participating supplier, in the absence of Brand Name, offerer 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 PGSO 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 32A and 41 of the 2018 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- Complete Delivery shall be strictly observed by the supplier, and no partial delivery shall be allowed except in Mitigation Cases such as Force Majeure, or by Act of the Government or upon the approval of the Head of Procuring Entity.

For further information, please refer to:  
 The BAC Chairperson  
 Provincial Government of Davao del Sur  
 Email: [bac@pgo-davao.gov.ph](mailto:bac@pgo-davao.gov.ph)  
 Mrs. NORJANA M. CAMAGUI, MPA  
 PGO-Chief Administrative Officer  
 Lead BAC Secretariat  
 Procurement Management Office  
 Room 4, Executive Building, Barangay Mati, Digos City  
 Website: [www.davao.gov.ph](http://www.davao.gov.ph)  
 Email: [norjanac@pgo-davao.gov.ph](mailto:norjanac@pgo-davao.gov.ph)  
 Telephone No: (082) 221-9279  
 Mobile No: 0905-229-0228; 0966-074-7142  
 Fax: 0905-229-0221; 0948-194-2281

DESSAMIE BUAT-SALCHET, CPA, L.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)

October 12, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1430-AM-23**  
 Dated: **10/11/2023**

End User:  
**DSPH**

**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        | J.O. | Supply of labor and materials for the repair of <b>Ambulance (SAA-4479)</b> .<br>Replace battery 12volts, Tubeless tire 195/14C  | 1   | 41,000.00                                | 41,000.00                               |                                 |            |
|          |      | Parts to be supplied/Replaced:<br>4 pcs Tubeless tires 195/14C AT<br>1 pc Battery 12volts 13 plates  |     |  |   |                                 |            |
| 2        | J.O. | Supply of labor and materials for the repair of <b>Ambulance (SAA-9033)</b> . Replace battery 12volts, Tubeless tire 195/14C   | 1   | 41,000.00                                | 41,000.00                               |                                 |            |
|          |      | Parts to be supplied/Replaced:<br>4 pcs Tubeless tires 195/14C AT<br>1 pc Battery 12volts 13 plates  |     |  |   |                                 |            |
| 3        | J.O. | Supply of labor and materials for the repair of <b>Ambulance (SAA-9031)</b> . Replace battery 12volts, Tubeless tire 195/14C   | 1   | 41,000.00                                | 41,000.00                               |                                 |            |
|          |      | Parts to be supplied/Replaced:<br>4 pcs Tubeless tires 195/14C AT<br>1 pc Battery 12volts 13 plates  |     |  |   |                                 |            |
| 4        | J.O. | Supply of Labor and materials for the repair of <b>Ambulance (SHE-870)</b> .<br>Replacement of alternator assymlby, side mirror, tire, spindle w/ bearing front, battery, fuel filter pump, Air condition set repair, Signal light front, wiper blades, brake pads, disc brake.  | 1   | 76,000.00                                | 76,000.00                               |                                 |            |
|          |      | Parts to be supplied/Replaced:<br>1 unit Alternator Assymlby<br>1 set Side mirror<br>4 pcs Tire<br>1 set Spindle w/ Bearing front<br>1 pc Battery<br>1 set Fuel Filter Pump<br>1 set Front Signal Light<br>1 set Wiper Blades<br>1 set Front Brake Pad<br>1 set Front Disk Brake |     |  |   |                                 |            |

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
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.





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

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

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Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1430-AM-23**

End User:

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

Dated: **10/11/2023**

**DSPH**

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: R/M TRANSPORTATION EQUIPMENT - MOTOR VEHICLES</b><br><b>5-02-13-060-01</b><br><b>GENERAL FUND 2023</b><br>Purpose/Remarks: FOR DSPH AMBULANCE USE - 4 UNITS (SAA-4479, SAA-9033, SAA-9031, SHE-870)<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 199,000.00                               |   |                                 |           |

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**

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 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
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

*I Love Davao del Sur*

## INVITATION TO QUOTE

Date: October 12, 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     |
|--------|------------|--|--------------|------------------|-------------------|-------------------------|
| OPAG   | 1434-AM-23 | Supply/Delivery of Vegetables.<br>Please see attached RFQ. | ₱ 137,700.00 | 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 October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
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: October 12, 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 | ITR       | Description  | ABC          | Delivery Period  | Place of Delivery | Mode of Procurement     |
|--------|-----------|--|--------------|------------------|-------------------|-------------------------|
| OPAC   | 104-AM-23 | Supply/Delivery of Vendors<br>Please see attached RFO. | 7,137,700.00 | 10 Calendar Days | WFO               | Small Value Procurement |

- Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Bantay Manni Digos City from 8:00 a.m. - 4:00 p.m., Monday to Friday.
- Quote Quotations must be delivered to the following at 9:00am on October 19, 2023.  
Advance Preparing (before October 19, 2023) Room 4-Procurement Management Office Capital Building, Bantay Manni Digos City  
Date of Opening (October 19, 2023) - Kalota Hall, Davao del Sur Coliseum, Province of Davao del Sur
- Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Kalota Hall, Davao del Sur Coliseum, Province of Davao del Sur.
- The prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
- If multiple brand names shall be indicated in the RFO by the participating supplier, in the absence of brand names, 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 BORO a day before the actual delivery.
- The Provincial Government of Davao del Sur reserves the right to reject any and all bids, declare a bid as a failed bid, or not award the contract at any time prior to contract award in accordance with sections 33.6 and 41 of the IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- Complete Delivery shall be strictly observed by the supplier and no partial delivery shall be allowed except in Mitigation Cases such as Force Majeure event or by Act of the Government as Upon the Approval of the Head of Procurement Unit.

For further information, please refer to:  
 The BAC Chairperson  
 Provincial Government of Davao del Sur  
 Email: [procurement@pgo.gov.ph](mailto:procurement@pgo.gov.ph)  
 MS. YOLIANA M. CAMAGUI, MBA  
 BAC Chairperson  
 Procurement Management Office  
 Room 4, Executive Building, Bantay Manni Digos City  
 Website: [www.pgo.gov.ph](http://www.pgo.gov.ph)  
 Email: [procurement@pgo.gov.ph](mailto:procurement@pgo.gov.ph)  
 Telephone No.: (082) 252-0270  
 Mobile No.:  
 Globe 0965-239-0230; 0965-974-7142  
 Smart 0903-332-5024; 0965-194-1281

DESSAITE B. AT-SANCHES, CPA, LL.M.  
 (Procurement Officer)  
 BAC Chairperson



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

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

Small Value Procurement (Sec 53.9)

October 12, 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 October 19, 2023 @ 9:00 AM:

Advance Dropping (before October 19, 2023) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (October 19, 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.: 1434-AM-23

End User:

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

Dated: 10/12/2023

OPAG

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   | pack | Tomato at least 200 seeds/pack          | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 2   | pack | Eggplant at least 300 seeds/pack        | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 3   | pack | Okra at least 200 seeds/pack            | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 4   | pack | Ampalaya at least 10 seed/pack          | 200 | 30,000.00                                | 150.00                                  |                                 |            |
| 5   | pack | Pipino at least 70 seeds/pack           | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 6   | pack | Sweet Pepper at least 100 seeds/pack    | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 7   | pack | Pechay at least 5,000 seeds/pack        | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 8   | pack | Upland Kangkong at least 400 seeds/pack | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 9   | pack | Pole Sitao at least 100 seeds/pack      | 80  | 12,000.00                                | 150.00                                  |                                 |            |
| 10  | pack | Squash at least 30 seeds/pack           | 78  | 11,700.00                                | 150.00                                  |                                 |            |
| Charges: 8911-1Z - Other Agricultural Development Program                           |      |   |     | 137,700.00                               |   |                                 |            |
| Account Code: 5-02-03-100   |      |   |     |  |   |                                 |            |
| Account Name: Agricultural and Marine Supplies Expenses                             |      |   |     |  |   |                                 |            |
| Purpose/Remarks: For the use of HCVDP under Other Agri. Development Program.        |      |   |     |  |   |                                 |            |
| NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |      |   |     |  |   |                                 |            |

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  
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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.
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11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.
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13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
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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
  - 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:
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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

*9 Davao Davao del Sur*

## INVITATION TO QUOTE

Date: October 13, 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     |
|--------------|------------|--|-------------|------------------|-------------------|-------------------------|
| PGO-Coliseum | 1440-AM-23 | Supply/Delivery of Other Supplies & Material Expenses.<br><br>Please see attached RFQ. | ₱ 78,700.00 | 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 October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
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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







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)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

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 Date of Opening (**October 19, 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.: **1440-AM-23**

Dated: **10/12/2023**

End User:

**PGO-Coliseum**

**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        | bottle    | Solution OTO 1 Chlorine/Bromine Test 240ml.   | 2   | 5,000.00                                 | 2,500.00                                |                                 |            |
| 2        | bottle    | Solution 2 PH Test 300ml.   | 2   | 3,000.00                                 | 1,500.00                                |                                 |            |
| 3        | container | Dry Acid (5kls.)  | 9   | 20,700.00                                | 2,300.00                                |                                 |            |
| 4        | drum      | Chlorine 70% (45kls.) per drum  | 4   | 50,000.00                                | 12,500.00                               |                                 |            |
|          |           | <b>Charges: Other Purpose/Gen-Fund 8999</b>   |     | <b>78,700.00</b>                         |   |                                 |            |
|          |           | <b>5-02-03-990</b>  |     |  |   |                                 |            |
|          |           | <b>Other Supplies and Material Expenses</b>   |     |  |   |                                 |            |
|          |           | Purpose/Remarks: For the use of Governor Douglas Ralota Cagas Sports Complex and Business Center. |     |  |   |                                 |            |
|          |           | NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.               |     |  |   |                                 |            |

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)

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2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
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
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16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

## INVITATION TO QUOTE

Date: October 13, 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     |
|--------|------------|---|-------------|------------------|-------------------|-------------------------|
| PENRO  | 1442-AM-23 | Supply/Delivery of Repair & Maintenance –<br>Transportation Equipment<br>Motor Vehicle.<br><br>Please see attached RFQ. | ₱ 53,100.00 | 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 October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**

Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**

PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
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: October 13, 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 (AMOP) (Bids 7145 Procurement).

| Item  | PR         | Description  | ABC          | Delivery Period | Place of Delivery | Mode of Procurement       |
|-------|------------|--|--------------|-----------------|-------------------|---------------------------|
| 10580 | 11-2-AM-13 | Motor Vehicle<br>Transportation Equipment<br>Maintenance<br>Supply/Delivery of Parts & Accessories | 1,500,000.00 | 10 Working Days | Various           | Single Source Procurement |

Interested bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Bangay, Marikina City from 9:00 a.m. - 5:00 p.m., Monday to Friday.

Price quotations must be delivered to the following at 9:00 a.m. on October 19, 2023.

Advance Bidding (Bids 2023) Room 4 Procurement Management Office, Capitol Building, Marikina City. Date of Opening (October 19, 2023) - Room 4, Executive Building, Marikina City. Province of Davao del Sur.

Request for Quotation's opening will be on October 19, 2023 at 9:00 a.m. at Bids Hall, Davao del Sur, Capitol Building, Davao del Sur.

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

If applicable, Bids shall be included in the BEO by the participating suppliers. In the absence of Bids, the offer shall be sufficient ground for disqualification of the participating suppliers.

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

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

The Provincial Government of Davao del Sur reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 35.7 of the 2018 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Complete Delivery shall be strictly observed by the bidder and no partial delivery shall be allowed except in Merit Cases such as Extension of Time or by Act of the Government or from the Approval of the head of Procuring Entity.

For further information, please refer to:

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

MS. NORIKAYA M. CAMAGUIN, MBA  
BAC Chair - Administrative Officer  
Head BAC Personnel  
Procurement Management Office  
Room 4 - Executive Building, Bangay, Marikina City  
Website: [www.psd.gov.ph](http://www.psd.gov.ph)  
Email: [bac.davao@psd.gov.ph](mailto:bac.davao@psd.gov.ph)  
Telephone No: (0852) 53-1574  
Mobile No: 0955-974-1417  
Globe No: 0955-974-1417  
Smart No: 0955-974-1417

DESSAINE BAC CHAIRPERSON  
Provincial Government of Davao del Sur  
BAC Chairperson



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

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

Small Value Procurement (Sec 53.9)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1442-AM-23**

End User:

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

Dated: **10/12/2023**

**PENRO**

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        | LOT  | <p>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF PICK-UP SERVICE VEHICLE WITH PLATE NO. SHE-597</p> <p><b>A.</b><br/>           CHANGE OIL, ENGINE REPLACE OIL AND FUEL FILTER - 1SET<br/>           REPLACEMENT OF UPPER SWING ARM BUSHING ( Both side) - 4<br/>           PCS REPLACEMENT OF LOWER ARM BUSHING (Both side) - 4<br/>           PCS<br/>           REPLACEMENT OF SPRING BUSHING - 12 PCS<br/>           REPLACEMENT OF TRANSMISSION FLUID AND FILTER - 1 SET<br/>           REPLACEMENT OF SHOCKING BUSHING -10PCS</p> <p><b>PARTS TO BE SUPPLIED:</b><br/>           UPPER SWING ARM BUSHING - 4 PCS<br/>           LOWER SWING ARM BUSHING - 4 PCS<br/>           SPRING BUSHING - 12 PCS<br/>           TRANSMISSION FLUID AND FILTER - 1 SET<br/>           SHOCKING BUSHING - 10 PCS<br/>           OIL FILTER - 1 SET FUEL FILTER - 1 SET<br/>           OIL - 8 LITERS</p> <p><b>B. LABOR</b></p> | 1   | 53,100.00                                | 53,100.00                               |                                 |            |
|          |      | <p><b>A. PEACE AND ORDER INTEGRATED COASTALRESOURCE MANAGEMENT DEVELOPMENT PROGRAM 8919-14 PEACE AND ORDER INTEGRATED COASTALRESOURCE MANAGEMENT DEVELOPMENT PROGRAM 8919-14 REPAIR AND MAITENANCETRANSPORTATION EQUIPMENT MOTOR VEHICLE 5-02-13-060-011. Php 41,100.00</b></p> <p><b>B. PROVINCIAL DISASTER RISK REDUCTION MANAGEMENT (PDRRM) FUND 2023 - 9944 REPAIR AND MAITENANCETRANSPORTATION EQUIPMENT MOTOR VEHICLE 5-02-13-060-01. Php 12,000.00</b></p>   |     |  |   |                                 |            |
|          |      |   |     |  |   |                                 |            |

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 OFFERRED. 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).
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  - c. TAMPERED ENVELOPE
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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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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)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1442-AM-23**  
 Dated: **10/12/2023**

End User:  
**PENRO**

**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: PEACE AND ORDER INTEGRATED COASTALRESOURCE MANAGEMENT DEVELOPMENT PROGRAM 8919-14 REPAIR AND MAITENANCE-TRANSPORTATION EQUIPMENT MOTOR VEHICLE 5-02-13-060-01 PROVINCIAL DISASTER RISK REDUCTION MANAGEMENT (PDRRM) FUND 2023 -9944 REPAIR AND MAITENANCE-TRANSPORTATION EQUIPMENT MOTOR VEHICLE 5-02-13-060-01.</b><br>Purpose/Remarks: FOR MOTOR VEHICLE USE<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 53,100.00                                |   |                                 |           |

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

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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**

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- 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



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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbadavaodelsur@gmail.com](mailto:sbadavaodelsur@gmail.com) (Infra)

*I Love Davao del Sur*

## INVITATION TO QUOTE

Date: October 13, 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   |
|--------|------------|---|--------------|------------------|-------------------|-----------------------|
| PENRO  | 1443-AM-23 | Supply/Delivery of Office Supplies.<br>Please see attached RFQ. | ₱ 115,904.00 | 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 October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
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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.
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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)  
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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: October 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 (AMP) (P. 02.1.1):

| Office | PR        | Description  | ABC          | Delivery Period  | Place of Delivery | Mode of Procurement       |
|--------|-----------|--|--------------|------------------|-------------------|---------------------------|
| PRBO   | 143-AM-23 | Supply of Office Supplies<br>Please see attached RFO | P 115,904.00 | 10 Calendar Days | Waltres           | Shopping List<br>P 23.1 m |

Interested suppliers/bidders may obtain information from the Procurement Management Office, Room 4, 1st Floor, Building Barangay Matin, 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 October 19, 2023:

Advance Drop-off (before October 19, 2023) - Procurement Management Office, Capital Building Matin, Digos City  
Date of Opening (October 19, 2023) - Ralston Hall, Davao del Sur, Consular, Province of Davao del Sur

Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Ralston Hall, Davao del Sur, Consular, Province 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 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) brand-only. Brand replacement shall not be allowed.

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

The Provincial Government of Davao del Sur reserves the right to reject any and all bids deemed to be non-compliant or not award the contract at any time prior to contract award. In accordance with Sections 35.6 and 41 of the RA 9184 and 18.2 of RA 9184, without thereby incurring any liability to the affected bidder/s, bidder.

Complete Delivery shall be strictly observed by the supplier and no Partial Delivery shall be allowed. Except in Merit-based Cases such as Potentials Evaluation or Act of the Government or upon the request of the BAC, it is prohibited to

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)

MR. NOLAN M. CAMAGUIR, MPA

PRBO's Administrative Officer

Head (PR) - Procurement

Procurement Management Office

Room 4, 1st Floor - Building, Barangay Matin, Digos City

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

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

Telephone No.: (083) 223-1279

Mobile: 0917-929-0530; 0966-974-7142

Smart 0903 132-2824; 0916 194-2281

BESSAHE BUTA-SANCHIX (TALIB) F.  
Procurement 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)

October 13, 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 **October 19, 2023 @ 9:00 AM**:

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1443-AM-23**

End User:

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

Dated: **10/12/2023**

**PENRO**

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   | Ballpen, black  | 49  | 539.00                                   | 11.00                                   |                                 |            |
| 2        | pcs   | Ballpen, blue   | 25  | 275.00                                   | 11.00                                   |                                 |            |
| 3        | ream  | Bookpaper, A3 size  | 1   | 670.00                                   | 670.00                                  |                                 |            |
| 4        | ream  | Bookpaper, A4 size  | 10  | 2,900.00                                 | 290.00                                  |                                 |            |
| 5        | ream  | Bookpaper, legal size   | 5   | 1,550.00                                 | 310.00                                  |                                 |            |
| 6        | pcs   | Correction tape (8m)  | 20  | 1,100.00                                 | 55.00                                   |                                 |            |
| 7        | pcs   | Envelop, Expanded plastic long  | 20  | 3,200.00                                 | 160.00                                  |                                 |            |
| 8        | pcs   | Eraser, plastic/rubber (pencil)   | 5   | 125.00                                   | 25.00                                   |                                 |            |
| 9        | pcs   | Folder, Expanded long green   | 100 | 2,800.00                                 | 28.00                                   |                                 |            |
| 10       | pcs   | Folder, long Tagboard   | 50  | 650.00                                   | 13.00                                   |                                 |            |
| 11       | pcs   | Folder, short Tagboard  | 20  | 260.00                                   | 13.00                                   |                                 |            |
| 12       | box   | Paper Clip, viny/plastic coated, jumbo 50mm   | 4   | 240.00                                   | 60.00                                   |                                 |            |
| 13       | box   | Paper fastener, non-rust metal  | 5   | 400.00                                   | 80.00                                   |                                 |            |
| 14       | box   | Paper fastener, non-rust metal, long  | 5   | 1,250.00                                 | 250.00                                  |                                 |            |
| 15       | pcs   | Record Book 300 pages   | 5   | 800.00                                   | 160.00                                  |                                 |            |
| 16       | pcs   | Scissors, symmetrical/assymetrical  | 3   | 390.00                                   | 130.00                                  |                                 |            |
| 17       | pcs   | Sign pen, extra fine tip, black   | 25  | 1,125.00                                 | 45.00                                   |                                 |            |
| 18       | pcs   | Sign pen, extra fine tip, blue  | 25  | 1,125.00                                 | 45.00                                   |                                 |            |
| 19       | pcs   | Sticky notes 3" x 4" (assorted colors)  | 10  | 600.00                                   | 60.00                                   |                                 |            |
|          |       | ITEM 1 to 19<br>GENERAL FUND 2023 REGULAR FUND 8731<br>OFFICE SUPPLIES 5-02-03010 Php 19,999.00 |     |  |   |                                 |            |
| 20       | pcs   | Ballpen, blue   | 100 | 1,100.00                                 | 11.00                                   |                                 |            |
| 21       | packs | Battery +AA , 2pcs/packs  | 5   | 650.00                                   | 130.00                                  |                                 |            |
| 22       | packs | Battery +AAA , 2 pcs/packs  | 5   | 650.00                                   | 130.00                                  |                                 |            |
| 23       | box   | Binder Clip (black) # 2 & 1 - 12/pcs/box  | 15  | 1,950.00                                 | 130.00                                  |                                 |            |
| 24       | ream  | Bookpaper, A4 size  | 45  | 14,400.00                                | 320.00                                  |                                 |            |
| 25       | ream  | Bookpaper, legal size   | 30  | 9,900.00                                 | 330.00                                  |                                 |            |
| 26       | pcs   | Correction Tape ( 8m)   | 45  | 2,475.00                                 | 55.00                                   |                                 |            |
| 27       | pcs   | Double sided tape, 1 inch   | 50  | 2,250.00                                 | 45.00                                   |                                 |            |
| 28       | pcs   | Envelop, Expanded, plastic long   | 10  | 1,600.00                                 | 160.00                                  |                                 |            |
| 29       | pcs   | Envelop, Expanded, plastic short  | 10  | 1,450.00                                 | 145.00                                  |                                 |            |
| 30       | pcs   | Erasers   | 5   | 125.00                                   | 25.00                                   |                                 |            |
| 31       | pcs   | Folder, long Tagboard   | 150 | 1,950.00                                 | 13.00                                   |                                 |            |
| 32       | pcs   | Folder, short Tagboard  | 100 | 1,300.00                                 | 13.00                                   |                                 |            |
| 33       | box   | Paper fastener, non-rust metal 50 sets/box)   | 10  | 850.00                                   | 85.00                                   |                                 |            |
| 34       | pcs   | Puncher   | 5   | 1,250.00                                 | 250.00                                  |                                 |            |
| 35       | pcs   | Scissors, symmetrical/assymetrical  | 5   | 650.00                                   | 130.00                                  |                                 |            |

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 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.
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13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
  - a. NOT ENCLOSED IN AN ENVELOPE
  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - a. COMPANY NAME
  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
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16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.



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)

October 13, 2023

(Company Name & Address)

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PR. NO.: **1443-AM-23**

End User:

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

Dated: **10/12/2023**

**PENRO**

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 |
|----------|------|--|-----|--|---|---------------------------------|-----------|
| 36       | pcs  | Sign pen, extra fine tip, black  | 54  | 2,430.00                                 | 45.00                                   |                                 |           |
| 37       | pcs  | Toner for RICOH COPIER   | 4   | 16,000.00                                | 4,000.00                                |                                 |           |
|          |      | ITEM 20 to 36<br><b>PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT FUND 2023</b><br>Mineral Resource Development Program Office Supplies Expenses 9947<br><b>OFFICE SUPPLIES 5-02-03010 Php 60,980.00</b> |     |  |   |                                 |           |
| 37       | box  | Paper fastener, non-rust metal   | 2   | 200.00                                   | 100.00                                  |                                 |           |
| 38       | box  | Paper fastener, non-rust metal, long   | 3   | 765.00                                   | 255.00                                  |                                 |           |
| 39       | ream | PBC long (Book Cover)  | 1   | 1,250.00                                 | 1,250.00                                |                                 |           |
| 40       | box  | Special paper ( for certificate) 10pcs/box   | 10  | 1,300.00                                 | 130.00                                  |                                 |           |
| 41       | box  | Staple wire, heavy duty no. 35   | 5   | 450.00                                   | 90.00                                   |                                 |           |
| 42       | pcs  | Toner Cartridge, Brother LC535XL - black   | 5   | 3,500.00                                 | 700.00                                  |                                 |           |
| 43       | pcs  | Ink Cartridge, Brother LC535XL - magenta   | 5   | 3,500.00                                 | 700.00                                  |                                 |           |
| 44       | pcs  | Ink Cartridge, Brother LC535XL - yellow  | 5   | 3,500.00                                 | 700.00                                  |                                 |           |
| 46       | pcs  | Ink Cartridge, Brother LC535XL -cyan   | 5   | 3,500.00                                 | 700.00                                  |                                 |           |
| 47       | pc   | white Board ( 4 x 5)   | 1   | 7,000.00                                 | 7,000.00                                |                                 |           |
|          |      | ITEM 37 to 47<br><b>PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT FUND 2023 Watershed Protection &amp; Development Program 9945</b><br><b>OFFICE SUPPLIES 5-02-03010 Php 24,965.00</b>                   |     |  |   |                                 |           |
| 48       | box  | Ballpen, black ( 25 pcs/box)   | 1   | 280.00                                   | 280.00                                  |                                 |           |
| 49       | box  | Binder Clip (black) 2"   | 1   | 130.00                                   | 130.00                                  |                                 |           |
| 50       | PCS  | Bookpaper, legal size, 70 gsm  | 2   | 640.00                                   | 320.00                                  |                                 |           |
| 51       | PCS  | calculator pocket size   | 2   | 1,360.00                                 | 680.00                                  |                                 |           |
| 52       | PCS  | Correction Tape ( 8m)  | 5   | 250.00                                   | 50.00                                   |                                 |           |
| 53       | ream | Tagboard ream Folder   | 1   | 1,100.00                                 | 1,100.00                                |                                 |           |
| 54       | ream | Folder, Tagboard A4 ream   | 1   | 1,100.00                                 | 1,100.00                                |                                 |           |
| 55       | pcs  | Ink Stamping pad (small bottle)  | 1   | 140.00                                   | 140.00                                  |                                 |           |
| 56       | pcs  | Note book big (50 leaves)  | 7   | 560.00                                   | 80.00                                   |                                 |           |
| 57       | pcs  | Note book small (50 leaves)  | 7   | 420.00                                   | 60.00                                   |                                 |           |
| 58       | ream | Paper Bookpaper, A4 size   | 2   | 600.00                                   | 300.00                                  |                                 |           |
| 59       | box  | Paper Clip, viny/plastic coated, jumbo 50mm  | 2   | 180.00                                   | 90.00                                   |                                 |           |
| 60       | box  | Paper fastener, non-rust metal   | 2   | 180.00                                   | 90.00                                   |                                 |           |
| 61       | box  | Paper fastener, non-rust metal, long   | 2   | 510.00                                   | 255.00                                  |                                 |           |
| 62       | box  | Puncher  | 2   | 510.00                                   | 255.00                                  |                                 |           |

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

Valid ID

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PR. NO.: 1443-AM-23

End User:

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

Dated: 10/12/2023

**PENRO**

PGDH-PBO / BAC CHAIRPERSON

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|----------|------|---|-----|--|---|---------------------------------|-----------|
| 63       | pcs  | Scissors, symmetrical/assymetrical # 7  | 2   | 280.00                                   | 140.00                                  |                                 |           |
| 64       | pcs  | Sign pen, extra fine tip, black .5  | 10  | 600.00                                   | 60.00                                   |                                 |           |
| 65       | pack | Special paper ( for certificate) (10pcs/box)  | 2   | 260.00                                   | 130.00                                  |                                 |           |
| 66       | box  | Stapler wire, heavy duty no. 35   | 2   | 180.00                                   | 90.00                                   |                                 |           |
| 67       | pc   | Stapler, heavy duty no. 35  | 1   | 680.00                                   | 680.00                                  |                                 |           |
|          |      | <b>Community-based forest Management program PEACE AND ORDER</b><br>CBFM fund 8919 - 66 Office Supplies Expenses 5-02-03010 Php 9,960.00  |     |  |   |                                 |           |
|          |      | <b>Charges: GENERAL FUND 2023 REGULAR FUND 8724 OFFICE SUPPLIES 5-02-03010</b><br><b>PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT FUND 2023</b><br><b>Mineral Resource Development Program</b><br><b>9947 OFFICE SUPPLIES 5-02-03010</b><br><b>Provincial Disaster Risk Reduction Management</b><br><b>Watershed Protection &amp; Development Program 9945</b><br><b>OFFICE SUPPLIES 5-02-03010</b><br><b>Community-based forest Management program PEACE AND ORDER</b><br><b>CBFM fund 8919 - 60 Office Supplies Expenses 5-02-03010</b><br>Purpose/Remarks: FOR OFFICE SUPPLIES USE<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 115,904.00                               |   |                                 |           |

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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 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
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.





# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com) (Goods)  
[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com) (Infra)

*I Love Davao del Sur*

## INVITATION TO QUOTE

Date: October 13, 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  | 1444-AM-23 | Supply/Delivery of Portland Cement.<br>Please see attached RFQ. | ₱ 100,000.00 | 10 Calendar Days | PGSO Warehouse    | Small Value Procurement |

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City** from **8:00 a.m. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on October 19, 2023**:  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
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: October 15, 2023

The Provincial Government of Davao del Sur through its Bid and Award Committee (BAC) hereby invites interested bidders to quote for the following goods under Automatic Methods of Procurement (Small Value Procurement):

| Item No. | Description                                      | ABC          | Delivery Method    | Place of Delivery            | Place of Procurement         |
|----------|--|--------------|--------------------|------------------------------|------------------------------|
| 1.000    | Supply/Supply of Cement (Please see attached BQ) | P 100 000 00 | To Customer (Type) | Provincial Government Office | Provincial Government Office |

- Interested Supplier/bidders may obtain information from the Procurement Management Office, Provincial Government Building, Bangay Main, Digos City, from 8:00 a.m. Monday to Friday.
- The Quotation must be received at the following address on October 19, 2023:  
 Address: Procurement Office, Provincial Government Building, Bangay Main, Digos City.  
 Date of Opening (October 19, 2023) – Ratio Hall, Davao del Sur Provincial Office, Provincial Government Building, Bangay Main, Digos City.
- Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Ratio Hall, Davao del Sur Provincial Office.
- The enclosed Request for Quotation's form is attached. Late bids shall not be accepted.
- If multiple Brand Name shall be indicated in the RfQ by the participating bidders, in the absence of a brand name, it shall be sufficient ground for disqualification of the participating supplier/bidders.
- Bidder is allowed to offer maximum of two (2) brands only. Brand replacement shall not be allowed.
- The supplier shall certify the BQSO a day before the actual delivery.
- The Provincial Government of Davao del Sur reserves the right to reject any and all bids that are not submitted in accordance with the conditions and specifications of the BQSO. It is the bidder's responsibility to ensure that the BQSO is received in good time prior to contract award in accordance with the conditions and specifications of the BQSO. The BQSO is not valid without the bidder's liability to the enclosed bidder.
- Contract Delivery shall be strictly observed by the Supplier and no Partial Delivery shall be allowed. In the event of a contract award, the Provincial Government of Davao del Sur reserves the right to reject any and all bids that are not submitted in accordance with the conditions and specifications of the BQSO. It is the bidder's responsibility to ensure that the BQSO is received in good time prior to contract award in accordance with the conditions and specifications of the BQSO. The BQSO is not valid without the bidder's liability to the enclosed bidder.

For further information, please refer to:

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

MRS. YORLANKA M. CAMARON, MBA  
 PRO-CLERK Administrative Officer

Head BAC Secretary

Procurement Management Office

Room 4, Provincial Building, Bangay Main, Digos City

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

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

Telephone No.: (081) 252-0279

Mobile No.:

Office No.: 081-252-0250 (081-252-0250)

Smart No.: 0917-442-3281

DESSAMIE BLAZ-KANCHIL, CPA, L.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)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1444-AM-23**

End User:

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

Dated: **10/12/2023**

**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.       | bag  | Portland Cement (40kg/bag)<br><br>NOTE:<br>STAGGARD PAYMENT  | 400 | 100,000.00                               | 250.00                                  |                                 |            |
|          |      | Charges: <b>SUPPORT TO PASSIG ISLET AQUA ECO-PARK<br/>CY 2023 GEN FUND OTHER PORPUSE<br/>OTHER SUPLLIES &amp; MATERIALS EXPENCES 5-02-03-990</b><br>Purpose/Remarks: for the use of passig repair<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 100,000.00                               |   |                                 |            |

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

Valid ID

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

# GENERAL CONDITION



1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
6. FOR EQUIPMENT: BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING 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
16. COMPLETE DELIVERY SHALL BE STRICTLY OBSERVED BY THE SUPPLIER AND NO PARTIAL DELIVERY SHALL BE ALLOWED EXCEPT IN MERITORIOUS CASES SUCH AS FORTUITOUS EVENT, OR BY ACT OF THE GOVERNMENT OR UPON THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY.



**INVITATION TO QUOTE**

**Date: October 13, 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   |
|--------|------------|---|-------------|------------------|-------------------|-----------------------|
| PCO    | 1445-AM-23 | Supply/Delivery of Office Supplies.<br><br>Please see attached RFQ. | ₱ 74,732.00 | 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 October 19, 2023**:  
  
**Advance Dropping (before October 19, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.  
**Date of Opening (October 19, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on October 19, 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.
10. Complete Delivery Shall be Strictly Observed by the Supplier and no Partial Delivery Shall be Allowed Except in Meritorious Cases Such as Fortuitous Event, or by Act of the Government or Upon the Approval of the Head of Procuring Entity.

For further information, please refer to:

**The BAC Chairperson**  
Provincial Government of Davao del Sur  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
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** 8  
*(Provincial Budget Officer)*  
 BAC Chairperson



INVITATION TO QUOTE

Date: October 13, 2023

1. The Provincial Government of Davao del Sur through its Bids and Awards Committee (BAC) invites all potential bidders/bidders to quote for the following goods under Alternative Methods of Procurement Shopping (see BAC No. 2023-001):

| Office | IR        | Description                        | ABC         | Delivery Period  | Place of Delivery | Place of Payment                |
|--------|-----------|------------------------------------|-------------|------------------|-------------------|---------------------------------|
| PCO    | 143-AM-23 | Supply Delivery of Office Supplies | P 14,321.00 | 10 Calendar Days | PCO Warehouse     | Shopping (see BAC No. 2023-001) |

- Interested bidders/bidders may obtain information from the Procurement Management Office, Room 4, Executive Building, Barangay Main Digos City from 9:00 a.m. - 4:00 p.m., Monday to Friday.
- Price Quotations must be delivered to the following at 9:00am on October 19, 2023:  
Advance Shopping Bids: October 19, 2023 Room 4, Procurement Management Office, Capital Building, Digos City.  
Date of Opening: October 19, 2023 - Ralab Hall, Davao del Sur Convention, Province of Davao del Sur.
- Request for Quotation's opening shall be on October 19, 2023 at 9:00 a.m. at Ralab Hall, Davao del Sur Convention, Provincial of 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 bidders 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 BAC a day before the actual delivery.
- The Provincial Government of Davao del Sur reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 33.6 and 41 of the 2019 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.
- Complete Delivery shall be strictly observed by the supplier and no partial delivery shall be allowed except in Merit Cases such as fortuitous event, or by Act of the Government or upon the Approval of the Head of Procurement.

For further information, please refer to:

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

MS. NORLAINA M. CANAGUIA, MBA  
PAC 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) 252-9279  
Mobile No: 090-229-0026; 0905 244-7142  
Smart 0905-722-2024; 0416-194-2281

DESSAMIE BUATANACHES, CPA, AB, A  
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)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1445-AM-23**

End User:

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

Dated: **10/12/2023**

**PCO**

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        | box  | Sign Pen, black, liquid/gel, 0.5 , 12pcs/pack  | 10  | 5,600.00                                 | 560.00                                  |                                 |            |
| 2        | ream | Paper, Multicopy, 210mmx297mm, 70 gsm, A4<br>- Can be recycled/can be re-used<br>- Preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation<br>- Preferably at least Elemental Chlorine Free (ECF)        | 60  | 18,000.00                                | 300.00                                  |                                 |            |
| 3        | ream | Paper, Multicopy, 215.9mmx297.4mm, 70 gsm, letter<br>-Can be recycled/can be re-used<br>- Preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation<br>- Preferably at least Elemental Chlorine Free (ECF) | 10  | 2,800.00                                 | 280.00                                  |                                 |            |
| 4        | pc   | Envelope, Expanding, Kraftboard, Legal   | 80  | 2,240.00                                 | 28.00                                   |                                 |            |
| 5        | bot. | Ink Refill 664, black, genuine for Epson L565  | 21  | 8,610.00                                 | 410.00                                  |                                 |            |
| 6        | bot  | Ink Refill 664, Magenta, genuine for Epson L565  | 10  | 4,100.00                                 | 410.00                                  |                                 |            |
| 7        | bot  | Ink Refill 664, Cyan, genuine for Epson L565   | 10  | 4,100.00                                 | 410.00                                  |                                 |            |
| 8        | bot  | Ink Refill 664, Yellow, genuine for Epson L565   | 10  | 4,100.00                                 | 410.00                                  |                                 |            |
| 9        | pc   | White board eraser   | 5   | 200.00                                   | 40.00                                   |                                 |            |
| 10       | pc   | Highlighter Pen, Assorted<br>Item Nos. 1-10 charges to LGDF-GENFUND 8919-01 (P50,000.00)   | 5   | 250.00                                   | 50.00                                   |                                 |            |
| 11       | pc   | Permanent Marker, Black, refillable  | 5   | 500.00                                   | 100.00                                  |                                 |            |
| 12       | pc   | Marker, White Board, Black, refillable   | 5   | 500.00                                   | 100.00                                  |                                 |            |
| 13       | pc   | Correction Tape 5mmx10mm   | 40  | 2,000.00                                 | 50.00                                   |                                 |            |
| 14       | ream | Paper, Multicopy, 216mmx330mm, 70 gsm, Legal<br>- Can be recycled/can be re-used<br>- Preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation<br>- Preferably at least Elemental Chlorine Free (ECF)     | 60  | 19,200.00                                | 320.00                                  |                                 |            |
| 15       | pc   | Stapler #35 with remover, Heavy Duty   | 3   | 2,040.00                                 | 680.00                                  |                                 |            |
| 16       | pc   | Ballpen, Black<br><br>(Item nos. 11-16 charges to Cooperative Services 8761 (P24,732.00))  | 41  | 492.00                                   | 12.00                                   |                                 |            |

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 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).
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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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  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
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  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING
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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)

October 13, 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 **October 19, 2023 @ 9:00 AM:**

Advance Dropping (before **October 19, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**October 19, 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.: **1445-AM-23**

End User:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **10/12/2023**

**PCO**

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: Cooperative Services 8761- P24,732.00/ LGDF-GENFUND (8919-01) P50,000.00/Account Code : 5-02-03-010</b><br>Purpose/Remarks: For the use of Provincial Cooperative Office.<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 74,732.00                                |   |                                 |           |

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