

# 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: September 06, 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   |
|-----------|------------|--------------------------------------------------------|--------------|------------------|-------------------|-----------------------|
| PGO-PICTO | 1154-AM-23 | Supply/Delivery of Laptop.<br>Please see attached RFQ. | ₱ 140,000.00 | 30 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 September 14, 2023:**  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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







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

Shopping (Sec 52.1.b)  
 Recanvass Item/s (3<sup>RD</sup> Opening)

September 6, 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 **September 14, 2023 @ 9:00 AM:**

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Matti, Digos City.

Date of Opening (**September 14, 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.: **1154-AM-23**

End User:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **08/15/2023**

**PGO-PICTO**

PGDH-PBC / BAC CHAIRPERSON

| Item No. | Unit | Item and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Qty | Approved Budget for Contract (ABC) Total | Approved Budget for Contract (ABC) Unit | Supplier's Quotation Unit Price | Brand Name |
|----------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------|-----------------------------------------|---------------------------------|------------|
| 1        | UNIT | <b>LAPTOP</b><br>Specifications:<br>-at least 16" FULL HD ANTI-GLARE IPS 165HZ DISPLAY<br>-CORE i7-13th Gen (14-CORES 20-THREADS)<br>-16GB (2x8GB) DDR5-4800MHZ MEMORY<br>-1TB M.2 NVME PCIE 4.0 SSD<br>-RTX 4060 8GB GDDR6<br>-Windows 11 O.S. (Genuine)<br><br>Warranty Period: at least one year warranty<br>Delivery Period: 30 calendar days<br><br><i>Green Specifications:</i><br>-ICT equipment w/c fulfills at least Energy Star 6.1 computers & 7.0 for Monitor Criteria,<br>- The supplier shall supply products which memory, hard easily for upgrades<br>- With visible on/off switch<br>- Availability of replacement batteries & power supplies are guaranteed for at least 5 years after end of production<br>- In recyclable packages | 1   | 140,000.00                               | 140,000.00                              |                                 |            |
|          |      | <b>Charges: CY 2023 GENERAL FUND - PGO-Other Purpose</b><br><b>Support to PICTO 1999-74</b><br><b>Capital Outlay: ICT Equipment 1-07-05-030</b><br>Purpose/Remarks: LAPTOP UNIT<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     | 140,000.00                               |                                         |                                 |            |

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

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

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

**CANVASSER:**

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

**Name & Signature of Canvasser**

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

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

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

Valid ID

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





# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 30 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



# 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: September 06, 2023

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

| Office      | PR         | Description                                                    | ABC          | Delivery Period  | Place of Delivery | Mode of Procurement     |
|-------------|------------|----------------------------------------------------------------|--------------|------------------|-------------------|-------------------------|
| SP-CADUNGOG | 1246-AM-23 | Supply/Delivery of Basketball.<br><br>Please see attached RFQ. | ₱ 125,000.00 | 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 September 14, 2023**:  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
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Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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





# PROCUREMENT MANAGEMENT OFFICE BID & AWARDS COMMITTEE

## INVITATION TO QUOTE

Date: September 14, 2023

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

| Office  | PK        | Description                                      | ABC        | Delivery Period  | Place of Delivery | Mode of Procurement     |
|---------|-----------|--------------------------------------------------|------------|------------------|-------------------|-------------------------|
| COLEGIO | 23-00-001 | Supply of Basic School Supplies for attached BDO | 125,000.00 | 10 Calendar Days | Workshop          | Small Value Procurement |

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

3. Price Quotation must be delivered to the following at 3:00pm on September 14, 2023.

Address: Suppliers (before September 14, 2023) Room 4, Procurement Management Office, Executive Building, Matil, Digos City. Date of Opening (September 14, 2023) – Room 4, Davao del Sur, Office of the Provincial Government of Davao del Sur.

4. Request for Quotation's opening shall be on September 14, 2023 at 9:00 a.m. at Room 4, Executive Building, Matil, Digos City, Provincial Government of Davao del Sur.

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

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

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

8. The Supplier shall notify the PGO 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, not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

MR. NORLIANA M. CARIAGUIN, MBA  
BAC Chairperson

Room 4, Executive Building, Barangay Matil, Digos City  
Procurement Management Office  
Head BAC Secretariat

Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)

Telephone No. (082) 222-2212  
Mobile No.:

Cell: 0905-229-6328, 0905-974-7142  
Smart: 0908-332-0024, 0916-194-2281

BERNARTE BEAT RASCHIEZ, 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)

September 6, 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 **September 14, 2023 @ 9:00 AM:**

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1246-AM-23**

End User:

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

Dated: **09/05/2023**

**SP - Legislation (LANIER R. CADUNGOG, RN, RTRP)** 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  | Basketball Ball<br><br>*FIBA approved, meeting the highest standards of quality and performance<br>*natural leather<br>*category 7,                                                                                    | 50  | 125,000.00                               | 2,500.00                                |                                 |            |
|          |      | Charges: <b>1919-LGDF 2023</b><br><b>CODE: 5-02-99-080</b><br>Purpose/Remarks: FOR THE USE OF VARIOUS BARANGAY OF DAVAO DEL SUR<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 125,000.00                               |                                         |                                 |            |

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

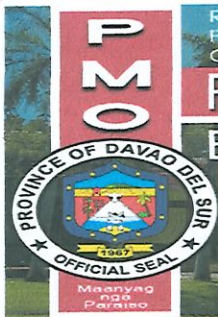
(Telephone, Cellphone No. and/or Email Address)



# 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 OFFERED. FAILURE TO ATTACH BROCHURES IN THE RFQ SHALL BE A GROUND FOR DISQUALIFICATION.
7. IF APPLICABLE, BRAND NAME AND MODEL SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME AND MODEL" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.
8. BIDDER IS ALLOWED TO OFFER MAXIMUM OF THREE (3) BRANDS ONLY. BRAND REPLACEMENT SHALL NOT BE ALLOWED.
9. IF THE SUBJECT ITEMS FOR TIE BREAKING IS OF A MINIMUM AMOUNT (P 1.00 TO P 1,000.00), THE AWARD WILL BE GIVEN TO THE LOWEST CALCULATED AND RESPONSIVE BIDDER WITH THE HIGHEST TOTAL VALUE OF ITEMS AWARDED.
10. ALL REQUEST FOR QUOTATION (RFQ'S)/CANVASS FORMS MUST BE PUT INSIDE AN ENVELOPE PROPERLY SEALED AND MARKED (EXCEPT FOR RFQ'S SUBMITTED THROUGH THE BAC EMAIL).
11. FOR RFQs SUBMITTED THROUGH BAC EMAIL, THE BAC/BAC SECRETARIAT SHALL TAKE NO RESPONSIBILITY AND ACCOUNTABILITY AS TO PRE-MATURE EXPOSURE OF THE PRICE QUOTATION/S.
12. RFQs SENT THROUGH BAC EMAIL MUST BE ACCOMPANIED WITH CERTIFICATION OR AUTHORIZATION AND VALID ID THAT INDEED THE REPRESENTATIVE IS THE AUTHORIZED SIGNATORY.
13. RFQs/CANVASS FORMS SHALL NOT BE ACCEPTED FOR DROPPING WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:
  - a. NOT ENCLOSED IN AN ENVELOPE
  - b. ENVELOPE NOT SEALED
  - c. TAMPERED ENVELOPE
14. ENVELOPE MUST BE MARKED WITH THE FOLLOWING DETAILS:
  - a. COMPANY NAME
  - b. CONTACT NUMBER
  - c. PURCHASE REQUEST NO. & DATE
  - d. SCHEDULE OF DROPPING/BID OPENING
15. FAILURE TO FILL-OUT ALL THE NECESSARY DETAILS IN THE RFQ (FRONT PAGE) SHALL MEAN AUTOMATIC DISQUALIFICATION OF THE BIDDER:
  - a. COMPANY NAME AND ADDRESS
  - b. NAME AND SIGNATURE OF THE PROPRIETOR OR ITS DULY AUTHORIZED REPRESENTATIVE
  - c. VALID ID
  - d. TELEPHONE/CELLPHONE NO. AND/OR EMAIL ADDRESS





Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Office of the Governor

# 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: September 06, 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     |
|--------|------------|------------------------------------------------------|--------------|------------------|-------------------|-------------------------|
| PTO    | 1247-AM-23 | Supply/Delivery Desktop.<br>Please see attached RFQ. | ₱ 210,000.00 | 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 September 14, 2023**:  
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4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
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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)

September 6, 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 **September 14, 2023 @ 9:00 AM:**

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1247-AM-23**  
 Dated: **09/05/2023**

End User:  
**PTO**

**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        | set  | Desktop, ALL in ONE<br>Monitor: at least 23.8 inches<br>CPU: Core i5-11th Gen or Higher<br>RAM: 8GB DDR4 or higher<br>Storage: at least 256GB SSD or higher<br>Webcam: Integrated 1.0 MP HD high sense webcam with built-in audio speakers<br><br>Accessory: at least USB wired keyboard<br>-wired mouse with LAN port<br>-wireless LAN<br>-bluetooth operating system<br>-Win 10 64 bit office for home and student<br>-UPS battery functions keeps computer working 50 minutes after power off<br><br>Warranty: 2 year parts- 2 years labor | 3   | 210,000.00                               | 70,000.00                               |                                 |            |
|          |      | <b>Charges: 1091- Capital Outlay ICT</b><br><b>1-07-050-030</b><br><b>Continuing Allotment (CY 2022) --- 116,000.00</b><br><b>SB# 1 --- 150,000.00</b><br>Purpose/Remarks: For the use of PTO<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT.                                                                                                                                                                                                                                                          |     | 210,000.00                               |                                         |                                 |            |

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

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

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

**CANVASSER:**

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

**Name & Signature of Canvasser**

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

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

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

Valid ID

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





## GENERAL CONDITION

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

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
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 Love Davao del Sur*

## INVITATION TO QUOTE

Date: September 06, 2023

1. The Provincial Government of Davao del Sur, through its Bids and Awards Committee (BAC), invites all potential bidders/suppliers to quote for the following goods under **Alternative Methods of Procurement Shopping (Sec 52.1.b)**.

| Office | PR         | Description                                                                   | ABC         | Delivery Period | Place of Delivery | Mode of Procurement   |
|--------|------------|-------------------------------------------------------------------------------|-------------|-----------------|-------------------|-----------------------|
| PHO    | 1249-AM-23 | Supply/Delivery of Laptop Computer w/ Printer<br><br>Please see attached RFQ. | ₱ 80,000.00 | 15 Working Days | PGSO Warehouse    | Shopping (Sec 52.1.b) |

2. Interested Suppliers/bidders may obtain information from the **Procurement Management Office, Room 4, Executive Building, Barangay Matti, Digos City** from **8:00 a.m. – 4:00 p.m., Monday to Friday**.
3. Price Quotations must be delivered to the following at **9:00am on September 14, 2023**:  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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









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)

September 6, 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 **September 14, 2023 @ 9:00 AM**:

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1249-AM-23**

End User:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **09/06/2023**

**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        | set  | <b>LAPTOP COMPUTER WITH PRINTER (Legal)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1   | 80,000.00                                | 80,000.00                               |                                 |            |
|          |      | Specifications:<br>Processor: RYZEN 5 5,000 series processor WINDOWS 11 (GENUINE)<br>MEMORY: 8GB LPDDR4 RAM<br>STORAGE: 512GB M.2 NVMe<br>DISPLAY- 14 inch IPS FHD (1920 x 1080) 300 units<br>VIDEO GRAPHICS- Built-in Graphics<br>CAMERA- HD webcam with 1280 x 720 resolution<br>Complete Accessories: Laptop bag, Mouse, mouse pad, Charger w/ USB Flash Drive                                                                                                                    |     |                                          |                                         |                                 |            |
|          |      | <b>PRINTER</b><br>Specifications: -ink tank printer with ADF, WIFI Direct<br>Type- Print, scan, copy legal, Fax with ADF, legal.<br>Print Method- inkjet<br>Nozzle- 180 x 1 nozzles Black, 59 x 1 nozzles per color (cyan, magenta, yellow) Configuration<br>Maximum- 5760 x 1440 dpi Resolution<br>Accessories- sets (black, cyan, magenta, yellow) of ink                                                                                                                          |     |                                          |                                         |                                 |            |
|          |      | <b>Green Specifications:</b><br>*ICT Equipment which fulfills at least ENERGY Star 6.1 Computers and 7.0 for monitor criteria<br>*In case of desktop computers. The supplier shall supply products which memory & hard disk drive are readily accessible and can be changed easily for upgrades.<br>*With a visible ON/OFF switch<br>*Availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of production<br>*In recyclable packages |     |                                          |                                         |                                 |            |
|          |      | <b>NOTE:</b><br>1. Delivery period 15 working days<br>2. Warranty period at least 1 year                                                                                                                                                                                                                                                                                                                                                                                             |     |                                          |                                         |                                 |            |
|          |      | <b>CHARGES: NON-COMMUNICABLE DISEASE PROGRAM</b><br>CY 2023- GENERAL FUND<br>Responsibility center: 4919-1E<br>ICT EQUIPMENT 1-07-05-030 (CAPITAL OUTLAY)<br>AMOUNT: Php 80,000.00                                                                                                                                                                                                                                                                                                   |     |                                          |                                         |                                 |            |

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

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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)





September 8, 2023

## GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
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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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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)

September 6, 2023

(Company Name & Address)

Sir/madam:

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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.: **1249-AM-23**

End User:

**DESSAMIE BUAT SANCHEZ, CPA, JD**

Dated: **09/06/2023**

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 | BrandName |
|----------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------|-----------------------------------------|---------------------------------|-----------|
|          |      | <b>Charges: CY 2023- GENERAL FUND NON-COMMUNICABLE DISEASE PROGRAM</b><br><b>Responsibility Center: 4919-1E</b><br><b>ICT EQUIPMENT 1-07-05-030 (CAPITAL OUTLAY)</b><br>Purpose/Remarks: FOR NON-COMMUNICABLE DISEASE PROGRAM USE<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 80,000.00                                |                                         |                                 |           |

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

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

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

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September 6, 2023

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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: September 06, 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     |
|--------|------------|--------------------------------------------------------------------|--------------|------------------|-------------------|-------------------------|
| PACCO  | 1251-AM-23 | Supply/Delivery of Voucher Crates.<br><br>Please see attached RFQ. | ₱ 120,000.00 | 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 September 14, 2023**:  
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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)  
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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





**PROCUREMENT MANAGEMENT OFFICE  
BIDS AND AWARD COMMITTEE**

**INVITATION TO QUOTE**

Date: September 14, 2023

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

| Office | PR        | Description                     | ABC          | Delivery Period  | Place of Delivery | Mode of Procurement | Small Value Procurement |
|--------|-----------|---------------------------------|--------------|------------------|-------------------|---------------------|-------------------------|
| BACCO  | 131-AM-23 | Supply/Delivery of Various Cans | ₱ 120,000.00 | 15 calendar days | Davao             | Procurement         | Procurement             |

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

3. Price Quotations must be delivered to the following at 9:00am on September 14, 2023:

Advance Drop-off (before September 14, 2023) Room 4-Procurement Management Office/Executive Building, Mati, Digos City. Date of Opening (September 14, 2023) – Ralson Hall, Davao del Sur Convention, Province of Davao del Sur.

4. Request for Quotation's opening shall be on September 14, 2023 at 9:00 a.m. at Ralson Hall, Davao del Sur Convention, Provincial of Davao del Sur.

5. Use specified Request for Quotation's form as attached. If the bid shall not be accepted.

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

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

8. The Supplier shall notify the PGO 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 23.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

MR. NORLINA M. CAMAGUI, MBA  
PAO-Chief Administrative Officer  
Lead BAC Secretariat

Procurement Management Office  
Room 4, Executive Building, Barangay Mati, Digos City

Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur@gmail.com](mailto:bac.davaodelsur@gmail.com)  
Telephone No. (085) 323-9379

Mobile No. 905-229-6226; 0966-974-7142  
Fax: 0905-323-2024; 0946-194-1281

**DESSAMIE RUAZ-SANCHEZ, CPA, IB**  
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)

September 6, 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 **September 14, 2023 @ 9:00 AM**:

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1251-AM-23**

End User:

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

Dated: **09/06/2023**

**PACCO**

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  | Voucher Crates (solid plastic) (dimension: L-11.2" W-19.6"x 14")                                                                                                                                   | 250 | 120,000.00                               | 480.00                                  |                                 |            |
|          |      | <b>Charges: 5 02 03 990 - OTHER SUPPLIES AND MATERIALS EXPENSE</b><br>Purpose/Remarks: For the use of PACCO<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | 120,000.00                               |                                         |                                 |            |

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)



Small Value Procurement (Sec 63.9)

CANVASS REQUEST FOR QUOTATION

BIDS AND AWARDS COMMITTEE

Matti, Digos City

PROVINCE OF DAVAO DEL SUR

Republic of the Philippines



September 8, 2023

# 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



# 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: September 06, 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     |
|--------|------------|--------------------------------------------------------|-------------|------------------|-------------------|-------------------------|
| DILG   | 1255-AM-23 | Supply/Delivery of Plaque.<br>Please see attached RFQ. | ₱ 64,050.00 | 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 September 14, 2023**:  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 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** g  
(Provincial Budget Officer)  
BAC Chairperson  
W









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)

September 6, 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 **September 14, 2023 @ 9:00 AM**:

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1255-AM-23**  
 Dated: **09/06/2023**

End User:  
**DILG**

**DESSAMIE BUAY-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. | PLAQUE Decal Acrylic, 10" x 8.5" 3mm thickness<br>Base: Acrylic clear 10mm thickness with 2nd layer acrylic gold 3mm thickness                                                                                                                                                                                                                                                                                                                                                                                                               | 16  | 24,800.00                                | 1,550.00                                |                                 |            |
| 2        | J.O. | PLAQUE Decal Acrylic, 12" x 10.3" 3mm thickness<br>Base: Acrylic clear 10mm thickness with 2nd layer acrylic black 3mm thickness                                                                                                                                                                                                                                                                                                                                                                                                             | 2   | 3,600.00                                 | 1,800.00                                |                                 |            |
| 3        | J.O. | PLAQUE Decal Acrylic, 10" x 8.5" 3mm thickness<br>Base: Acrylic clear 10mm thickness with 2nd layer acrylic black 3mm thickness                                                                                                                                                                                                                                                                                                                                                                                                              | 23  | 35,650.00                                | 1,550.00                                |                                 |            |
|          |      | Item No. 1 - Charged to 7919 Support to Provincial Peace and Order Council (PPOC) - 24,800.00<br>Item No. 2-3 - Charged to 1919-16 Support to Katarungang Pambarangay (KP) - 39,250.00<br>Account Code: 5-02-03-990 Other Supplies and Materials                                                                                                                                                                                                                                                                                             |     |                                          |                                         |                                 |            |
|          |      | <b>Charges: CY 2023 - LGDF - General Fund (Support to provincial Peace and Order Council (PPOC), Responsibility Center: 7919 - Support to Katarungang Pambarangay (KP), Responsibility Center: 1919-16 - Account Code: 5-02-03-990</b><br>Purpose/Remarks: For distribution to the Municipal POC entries and to the Lupong Tagapamayapa entries including the partner agencies during the awarding ceremony tentatively scheduled on October 9, 2023.<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |     | <b>64,050.00</b>                         |                                         |                                 |            |

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

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

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

**CANVASSER:**

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

Name & Signature of Canvasser

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

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

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

Valid ID

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





## GENERAL CONDITION

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



# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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

## INVITATION TO QUOTE

Date: September 06, 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     |
|--------|------------|-----------------------------------------------------------------------|-------------|----------------------|-------------------------|-------------------------|
| PVET   | 1256-AM-23 | Supply/Delivery of Diesel & Gasoline.<br><br>Please see attached RFQ. | ₱ 99,960.00 | Until it is Consumed | At Source or at Station | 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 September 14, 2023**:  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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









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)

September 6, 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 **September 14, 2023 @ 9:00 AM:**

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1256-AM-23**  
 Dated: **09/06/2023**

End User:  
**PVET**

  
**DESSAMIE BUAT SANCHEZ, CPA, JD**  
 PGDH-PBO / BAC CHAIRPERSON

| Item No. | Unit  | Item and Description                                                                                                                                                                    | Qty  | Approved Budget for Contract (ABC) Total | Approved Budget for Contract (ABC) Unit | Supplier's Quotation Unit Price | Brand Name |
|----------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------|-----------------------------------------|---------------------------------|------------|
| 1        | Liter | DIESEL                                                                                                                                                                                  | 1028 | 71,960.00                                | 70.00                                   |                                 |            |
| 2        | Liter | GASOLINE - PREMIUM                                                                                                                                                                      | 400  | 28,000.00                                | 70.00                                   |                                 |            |
|          |       | Conditions:<br>1. Latest fuel pump price<br>2. Delivery: Until consumed<br>3. Staggered Payment                                                                                         |      |                                          |                                         |                                 |            |
|          |       | Charges: <b>PVO 2023 REGULAR FUND - 8721</b><br>Purpose/Remarks: FOR USE OF PVO FIELD OPERATIONS<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |      | <b>99,960.00</b>                         |                                         |                                 |            |

Note: In case of tie quotation between suppliers, the BAC is hereby authorized to do the toss coins/draw lots.  
 ITR/BTR and Omnibus sworn statement shall be submitted prior to the release of payment in the case of Small Value Procurement.

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

**CANVASSER:**

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

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

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

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

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

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

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



# GENERAL CONDITION

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





# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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

*I Love Davao del Sur*

## INVITATION TO QUOTE

Date: September 07, 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   |
|--------|------------|----------------------------------------------------------------|-------------|------------------|-------------------|-----------------------|
| PBO    | 1257-AM-23 | Supply/Delivery of Other Supplies.<br>Please see attached RFQ. | ₱ 58,600.00 | 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 September 14, 2023**:  
**Advance Dropping (before September 14, 2023)** Room 4, Procurement Management Office, Capitol Building, Matti, Digos City. **Date of Opening (September 14, 2023)** – Ralota Hall, Davao del Sur Coliseum, Province of Davao del Sur.6
4. Request for Quotation's opening shall be **on September 14, 2023 at 9:00 a.m. at Ralota Hall Davao del Sur Coliseum, Provincial of Davao del Sur.**
5. Use prescribed Request for Quotation's form as attached. Late bid shall not be accepted.
6. If applicable, Brand Name shall be indicated in the RFQ by the participating Supplier/s. In the absence of "Brand Name" offered shall be sufficient ground for disqualification of the participating supplier/bidder.
7. Bidder is allowed to offer maximum of two (3) brands only. Brand replacement shall not be allowed.
8. **The Supplier shall notify the PGSO a day before the actual delivery.**
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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

**MS. NORJANNA M. CAMAGUIN, MPA**  
PMO-Chief Administrative Officer  
Head BAC Secretariat  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City  
Website: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)  
Telephone No.: (082) 553-9579  
Mobile Nos.:  
Globe 0905-229-0526; 0966-974-7142  
Smart 0908-332-2024; 0946-194-2281

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









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)

September 7, 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 **September 14, 2023 @ 9:00 AM**:

Advance Dropping (before **September 14, 2023**) - Room 4, Procurement Management Office, Capitol Building, Mati, Digos City.  
 Date of Opening (**September 14, 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.: **1257-AM-23**  
 Dated: **09/07/2023**

End User:  
**PBO**

  
**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 | ALCOHOL ANTESEPTIC 70% 500ML                                                | 40  | 5,600.00                                 | 140.00                                  |                                 |            |
| 2                                                                                                                                                                                                        | PACK   | WET WIPES 80PCS/PACK                                                        | 50  | 10,000.00                                | 200.00                                  |                                 |            |
| 3                                                                                                                                                                                                        | PCS    | OFFICE CHAIR WITH ARM, ERGONOMIC CHAIR, HIGH QUALITY CHAIR, 100KGS CAPACITY | 5   | 43,000.00                                | 8,600.00                                |                                 |            |
| Charges: <b>PBO 1071 CY 2023 OTHER SUPPLIES AND MATERIAL EXPENSES 5-02-03-990</b><br>Purpose/Remarks: FOR PBO USE<br>NOTE: KINDLY SEE GENERAL CONDITIONS AT THE BACK OF THE RFQ AS PART OF THE CONTRACT. |        |                                                                             |     | 58,600.00                                |                                         |                                 |            |

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

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

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

**CANVASSER:**

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

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

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

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

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

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

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



# GENERAL CONDITION

1. ALL ENTRIES MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY.
2. DELIVERY PERIOD WITHIN 10 CALENDAR DAYS UPON RECEIPT OF P.O.
3. PLACE OF DELIVERY SHALL BE MADE AT PGSO WAREHOUSE, PROVINCIAL CAPITOL, MATTI, DIGOS CITY.
4. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, AT LEAST ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS EXCEPT FOR HIGH PERISHABLE GOODS, FUEL AND OTHER ITEMS WARRANTED UNDER THE CIRCUMSTANCES.
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