

Republic of the Philippines
Province of Davao del Norte
BIDS AND AWARDS COMMITTEE
Government Center, Mankilam, Tagum City



REQUEST FOR QUOTATION

[Shopping B (Regular Purchase)]

Control No. :



PR Number
2025010137
R0

Quotation No. : **C20250075**
Old RFQ No. : **N/A**
Date : **Jan 30, 2025**
Page : **Page 1 of 3**

The Provincial Government of Davao del Norte intends to procure the hereunder item/s in accordance with the pertinent provisions of the Republic Act 9184 and its Implementing Rules and Regulations.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Should the Bids and Awards Committee find your price lowest and responsive; you will be officially notified through issuance of a Notice of Award (NOA) and a Purchase Order (PO). The Provincial Government of Davao del Norte reserves the right to accept or reject any bid, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance to Section 35.6 and Section 41 of the 2016 Revised IRR of RA 9184.

I.N.	Quantity/Unit	Item	Quotation		
			Brand	Unit Price	Total Amount
1	80.00 BOT	ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER			
2	40.00 PC	BATTERY - AAA HEAVY DUTY (1.5V)			
3	10.00 BOX	CLIP - PAPER (SMALL SIZE, VINYL COATED)			
4	50.00 PC	ENVELOPE - BROWN (8.5" X 11") - SHORT SIZE			
5	50.00 PC	ENVELOPE - BROWN (8.5" X 13") - LONG SIZE			
6	50.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE			
7	25.00 PC	FOLDER - BROWN (8.5" X 11") - SHORT SIZE			
8	50.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG			
9	10.00 BOT	HAND SOAP - LIQUID W/ MOISTURIZER			
10	10.00 REAM	PAPER - BOOK (8.5" X 11") SHORT SIZE (SUB.20)			
11	10.00 REAM	PAPER - BOOK, 8.5" X 13", LONG SIZE, SUBS. 20, 80GSM			
12	10.00 REAM	PAPER - BOOK (8.5" X 11.7") A4 SIZE (SUB. 20)			
13	10.00 PAD	POST IT - WITH PRINT "PLEASE SIGN HERE"			
14	5.00 PC	PEN - FELT-TIP-PEN (BROAD) - BLACK			
15	10.00 PC	STAPLER - #35 WITH REMOVER HEAVY DUTY			
16	5.00 BOX	STAPLE WIRE - #35			
17	150.00 PACK	TISSUE - 3PLY, 4 ROLLS PER PACK			
18	20.00 PACK	POLYETHELENE BAG - EXTRA LARGE, 100'S (SANDO), ASSORTED COLOR			
19	10.00 PACK	BAG, PLASTIC, BIODEGRADABLE, 100'S XL (SANDO)			
20	10.00 PC	PEN - SIGN PEN, 0.3MM, BLACK			
21	10.00 PC	PEN - SIGN PEN, 0.4MM, BLACK			
22	10.00 PC	PEN - SIGN PEN 0.5MM RED			
23	15.00 BOX	PEN - .5 BLACK			
24	15.00 BOX	PEN - .5 RED			
25	50.00 PC	CLIP - BINDER 1"			

NAME OF ESTABLISHMENT

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26	50.00	PC	CLIP - BINDER 2"	_____	_____	_____
27	50.00	PC	ENVELOPE - KRAFT EXPANDABLE (8.5" X 13") - LONG SIZE	_____	_____	_____
28	10.00	PC	SCISSORS - BIG HEAVY DUTY	_____	_____	_____
29	50.00	PC	PENCIL - #2 WITH ERASER, HEAVY DUTY	_____	_____	_____
30	10.00	PACK	BATTERY - AA HEAVY DUTY (1.5V)	_____	_____	_____
31	5.00	PC	FINGERTIP MOISTENER	_____	_____	_____
32	10.00	PAD	NOTE PAD 3X4 (100 SHEETS) PASTEL COLOR TRANSPARENT	_____	_____	_____
33	10.00	ROLL	TAPE - DOUBLE SIDED TAPE, 1"	_____	_____	_____

Grand/Lot Total: _____

Green Procurement Terms and Conditions

DISINFECTANT SPRAY

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
2. The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper use and waste disposal.
3. The supplier shall supply product containing no Chlorofluorocarbon (CFC) or other ozone depleting substances.

MULTICOPY PAPER

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. Wrapping by ream should be made of at least 50% biodegradable material, no 100% single-use plastic wrapping. For bulk orders, carton box shall be used for packing.

PLASTIC TRASH BAG

1. The suppliers shall supply products which are made of polyethylene (PE).

TOILET PAPER

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. The core as well as any paper wrapping and carton box packing must be strong enough for storage and transit.

For Requisition of Common-Use goods for 1st quarter of FY 2025 of COMMISSION ON AUDIT, Provincial General Services Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱59,753.30**

OPENING DATE AND TIME OF BIDDING: **February 6, 2025 9:00 am**

Place of Delivery : **PGSO Warehouse**

Delivery Term : **10 Calendar Days**

General Terms & Conditions :

1. Bidders shall provide correct and accurate information required in this form and shall quote for all the items, considering that this **procurement is for lot awarding, otherwise, the RQF will be rejected.**
2. Price quotation/s must be valid for a period of ninety (90) calendar days from the date of submission. In case the Provincial Government of Davao del Norte will officially notify that the items will be procured from the determined bidder, the stocks shall be readily available off-the-shelf.
3. Bidders shall specify/indicate the brand names in the RFQ and the country of origin.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

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- 6. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 7. The Provincial Government of Davao del Norte shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 8. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Provincial Government of Davao del Norte shall adopt and employ "tosscoin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor.
- 10. The following documentary requirements shall be submitted together with the Request for Quotation Form as requisite for award:
 - a. For Shopping:
 - 1.) Mayor's/Business Permit
 - 2.) PhilGEPS Registration Number
 - b. For Small Value Procurement:
 - 1.) Mayor's/Business Permit
 - 2.) PhilGEPS Registration Number
 - 3.) Professional License /Curriculum Vitae (for Consulting Services only)
 - 4.) PCAB License (for Infra. only)
 - 5.) Income/Business Tax Return (For ABCs above P500K only)
 - 6.) Omnibus Sworn Statement

VERY TRULY YOURS,


RALPH P. DELA CRUZ, LT. COL.
BAC CHAIRPERSON

I hereby certify and affirm to the foregoing quotation, terms and conditions :

NAME OF ESTABLISHMENT _____	
ADDRESS _____	
Please check whether VAT or Non-VAT	<input type="checkbox"/> V.A.T. <input type="checkbox"/> Non - V.A.T.
T.I.N. _____	PhilGEPS Registration No.: _____

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS

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