

**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  
**2025010365**  
R0

Quotation No. : **C20250297**  
Old RFQ No. : **N/A**  
Date : **Feb 07, 2025**  
Page : **Page 1 of 4**

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	50.00 PACK	BATTERY - AA HEAVY DUTY (1.5V)			
2	30.00 PC	BATTERY - AAA HEAVY DUTY (1.5V)			
3	20.00 PC	BLADE - CUTTER (BIG) HEAVY DUTY			
4	10.00 PC	BOARD - CLIP WITH COVER 8.5" x 13" - LONG SIZE			
5	5.00 PC	BOOK - PLANNER (EXECUTIVE PLANNER)			
6	15.00 PC	BOOK - RECORD #85 200 PAGES, HARD BOUND			
7	15.00 PC	BOOK - RECORD #85 300 PAGES, HARD BOUND			
8	50.00 PC	CLIP - BINDER ¾"			
9	30.00 PC	CLIP - BINDER 2"			
10	25.00 PC	Expandable Long Plastic Envelope with Handle & Zipper Lock			
11	2.00 PC	FOLDER - ARCH FILE W/ RING BINDER (8.5" X 13") - LONG SIZE			
12	150.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG			
13	50.00 PC	FOLDER - PLASTIC EXPANDABLE (8.5" X 13") - LONG SIZE			
14	30.00 PC	GLUE - STICK, 22GRAMS (ROLL)			
15	20.00 PAD	NOTE PAD - (3X5) ASSORTED COLOR			
16	25.00 PC	NOTEBOOK - W/O SPRING 80 LVS.			
17	20.00 REAM	PAPER - BOOK (8.5"X11") SHORT SIZE SIZE (SUB.20)			
18	15.00 REAM	PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20)			
19	100.00 REAM	PAPER - BOOK, 8.5" X 13", LONG SIZE, SUBS. 20, 80GSM			
20	5.00 BOX	PAPER - LAID (8.5"X11") - SHORT SIZE, 85GSM			
21	10.00 PACK	PAPER - PHOTOPAPER, STICKER A4			
22	25.00 PC	PEN - BALLPOINT 0.5MM BLUE			
23	10.00 PC	PEN - BALLPOINT 0.5MM GREEN			

NAME OF ESTABLISHMENT

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24	10.00 PC	PEN - BALLPOINT 0.5MM RED	_____	_____	_____
25	100.00 PC	PEN - BALLPOINT, BLACK	_____	_____	_____
26	10.00 PC	PEN - FELT-TIP-PEN (BROAD) - BLACK	_____	_____	_____
27	30.00 PC	PEN - MARKER FLOURESCENT (ASSORTED COLOR)	_____	_____	_____
28	20.00 PCS	PEN - MEMO LINER STICK, GREEN	_____	_____	_____
29	20.00 PCS	PEN - MEMO LINER STICK, PINK	_____	_____	_____
30	50.00 PC	PEN - SIGN PEN 0.5MM BLACK (REFILL)	_____	_____	_____
31	50.00 PC	PEN - SIGN PEN 0.5MM BLACK	_____	_____	_____
32	100.00 PC	PEN - SIGN PEN 0.7MM BLACK	_____	_____	_____
33	100.00 PC	PEN - SIGN PEN 0.7MM BLACK (REFILL)	_____	_____	_____
34	50.00 PC	PEN - SIGN PEN 0.7MM BLUE	_____	_____	_____
35	100.00 PC	PEN - SIGN PEN, 0.3MM, BLACK	_____	_____	_____
36	100.00 PC	PEN - SIGN PEN, GEL 0.5, BLACK	_____	_____	_____
37	15.00 PACKS	PHOTOPAPER DOUBLE SIDED	_____	_____	_____
38	10.00 PAD	POST IT - WITH PRINT "PLEASE SIGN HERE"	_____	_____	_____
39	5.00 PC	RULER - TRANSPARENT, PLASTIC, 12"	_____	_____	_____
40	5.00 PC	STAPLER - #35 WITH REMOVER HEAVY DUTY	_____	_____	_____
41	35.00 PAD	STICKY NOTE PAD 3X4 (100 SHEETS) PASTEL COLOR TRANSPARENT	_____	_____	_____
42	75.00 PC	TAPE - CORRECTION, 20M	_____	_____	_____
43	10.00 ROLL	TAPE - DOUBLE ADHESIVE TAPE 1" HEAVY DUTY	_____	_____	_____
44	10.00 ROLL	TAPE - DOUBLE ADHESIVE TAPE 2" HEAVY DUTY	_____	_____	_____
45	10.00 ROLL	TAPE - DOUBLE SIDED TAPE, 1"	_____	_____	_____
46	10.00 PC	TAPE - DUCT, 2"	_____	_____	_____
47	5.00 PC	TAPE - PACKAGING 2"	_____	_____	_____
48	150.00 PACK	TISSUE - 3PLY, 4 ROLLS PER PACK	_____	_____	_____
49	5.00 PIECE	WATER SOLUBLE GLUE 50CC	_____	_____	_____

Grand/Lot Total: \_\_\_\_\_

Green Procurement Terms and Conditions

NAME OF ESTABLISHMENT \_\_\_\_\_

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**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.

**RECORD BOOKS**

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. There shall be no individual wrapping of items upon delivery. If bulk, carton box shall be used for packing.

**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 PADO-ADMIN, Provincial General Services Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱160,762.60**

OPENING DATE AND TIME OF BIDDING: **February 13, 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.
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

NAME OF ESTABLISHMENT

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ALEJANDRO R. OMILA JR.

Friday, February 7, 2025

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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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