

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
2025010417
R0

Quotation No. : **C20250304**
Old RFQ No. : **N/A**
Date : **Feb 07, 2025**
Page : **Page 1 of 5**

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	66.00 BOT	ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER			
2	2.00 PACK	BAG PLASTIC, BIODEGRADABLE, 100'S LARGE (SANDO)			
3	1.00 PACK	BAG PLASTIC, BIODEGRADABLE, 100'S MEDIUM (SANDO)			
4	4.00 PACK	BAG, PLASTIC, BIODEGRADABLE, 100'S, XL (SANDO)			
5	14.00 PC	BALLPOINT PEN, GRIP XP5 BLACK AND BLUE			
6	10.00 PACK	BATTERY - AA HEAVY DUTY (1.5V)			
7	10.00 PC	BATTERY - AAA HEAVY DUTY (1.5V)			
8	3.00 GAL	BLEACH - LIQUID BLEACH			
9	15.00 PC	BOOK - RECORD #85 500 PAGES, HARD BOUND			
10	10.00 PC	BROOM - SOFT TAMBO, WOODEN OR RATTAN HANDLE			
11	2.00 PC	CAR WAX			
12	2.00 BOT	CAR WAX - SPRAY			
13	7.00 PC	CHAMOIS			
14	1.00 BOX	CLAMP - PAPER CLAMP, 4"			
15	8.00 GAL	CLEANER - TOILET BOWL AND URINAL CLEANER			
16	12.00 LTR	CLEANER - TOILET THICK DIDINFECTANT CLEANER			
17	1.00 PC	CLIP - BINDER 1"			
18	2.00 BOX	CLIP - BINDERCLIP, BACKFOLD, 2"			
19	3.00 BOX	CLIP - PAPER (JUMBO SIZE, VINYL COATED)			
20	1.00 PC.	CORKBOARD (3X4 FEET [90X120] ALUMINUM FRAME			
21	2.00 PC.	CUTTER (WITH BLADE) HEAVY DUTY, RETRACTABLE			
22	5.00 PCS	DATA FILE BOX - WITH RING 5" X 9" X 15 3/4", BLACK			

NAME OF ESTABLISHMENT

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23	3.00 PC	DATA FILER - BOOK FILER CONTAINER FOR DOCUMENT	_____	_____	_____
24	2.00 PC.	DATA FOLDER (3X9X15) WITH RING FINGER (BLACK)	_____	_____	_____
25	50.00 PC	DEODORIZER - TOILET DEODORIZER CAKE, 50GRAMS	_____	_____	_____
26	8.00 BOT	DETERGENT SOAP - DISHWASHING LIQUID, 500ML	_____	_____	_____
27	3.00 CAN	DISENFECTANT - SPRAY KILLS FLU VIRUS - 510G	_____	_____	_____
28	2.00 PC	DISPENSER - FOR TAPE 2", HEAVY DUTY	_____	_____	_____
29	5.00 PC	DOORMAT - CLOTH	_____	_____	_____
30	6.00 PC	DUSTPAN - PLASTIC W/ HANDLE, LARGE	_____	_____	_____
31	5.00 LITER	FABRIC CONDITIONER - 1L	_____	_____	_____
32	10.00 PC	FILE STORAGE BOX, STANDARD SET-UP LIFT - OFF LID - LEGAL	_____	_____	_____
33	5.00 PC	FOLDER - ARCH FILE W/ RING BINDER (8.5" X 13") - LONG SIZE	_____	_____	_____
34	230.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE	_____	_____	_____
35	32.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG	_____	_____	_____
36	20.00 PC	FOLDER - WHITE, LONG	_____	_____	_____
37	4.00 CAN	FRESHENER - CAR, CALIFORNIA SCENT	_____	_____	_____
38	4.00 CAN	FRESHENER - CAR, CLINIQUE HAPPY SCENT	_____	_____	_____
39	3.00 PC	FRESHENER - TOILET GEL	_____	_____	_____
40	5.00 PC	FRESHENER, AIR 320 ML. - ORANGE SCENT	_____	_____	_____
41	3.00 BOT	GLASS CLEANER 500 ML	_____	_____	_____
42	13.00 PAIR	GLOVES - CONSTRUCTION, COTTON WITH RUBBER ON PALM	_____	_____	_____
43	6.00 PAIR	GLOVES - LAUNDRY, 15 INCHES LONG	_____	_____	_____
44	4.00 PC	GLUE - STICK, 22GRAMS (ROLL)	_____	_____	_____
45	5.00 PACK	INDEX STICKER - COLORED FLAG TAPE/ TAB LABEL	_____	_____	_____
46	1.00 CAN	INSECTICIDE - SPRAY 500 ML	_____	_____	_____
47	5.00 PC	MARKER - WYTEBOARD, BLACK	_____	_____	_____
48	4.00 BOX	MASK - FACEMASK EARLOOP 3-PLY (50PCS/BOX)	_____	_____	_____
49	1.00 BOX	MULTICOLOR PAPER CLIP	_____	_____	_____
50	5.00 PAD	NOTE PAD - (3 X 3) ASSORTED COLOR	_____	_____	_____

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51	3.00 PAD	NOTE PAD - (2 X 3) ASSORTED COLOR	_____	_____	_____
52	7.00 REAM	PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20)	_____	_____	_____
53	3.00 REAM	PAPER - BOOK A3, 70 GSM	_____	_____	_____
54	2.00 PACK	PAPER - PHOTOPAPER, MATTE A4	_____	_____	_____
55	2.00 PACK	PAPER - PHOTOPAPER, STICKER A4	_____	_____	_____
56	2.00 PAD	PAPER - YELLOW PAD	_____	_____	_____
57	29.00 PC	PEN - BALLPOINT 0.5MM BLACK	_____	_____	_____
58	2.00 PC	PEN - BALLPOINT 0.5MM RED	_____	_____	_____
59	8.00 PC	PEN - FELT-TIP-PEN (BROAD) - BLACK	_____	_____	_____
60	8.00 PC	PEN - FELT-TIP-PEN (FINE) - BLACK	_____	_____	_____
61	8.00 PC	PEN - MARKER FLOURESCENT (ASSORTED COLOR)	_____	_____	_____
62	3.00 PCS	PEN - MEMO LINER STICK, GREEN	_____	_____	_____
63	3.00 PCS	PEN - MEMO LINER STICK, PINK	_____	_____	_____
64	11.00 PC	PEN - SIGN PEN 0.5MM BLACK	_____	_____	_____
65	9.00 PC	PEN - SIGN PEN 0.5MM BLUE	_____	_____	_____
66	25.00 PC	PEN - SIGN PEN 0.7MM BLUE	_____	_____	_____
67	5.00 PC	PEN - SIGN PEN 0.7MM BLUE (REFILL)	_____	_____	_____
68	19.00 PC	PENCIL - #2 WITH ERASER, HEAVY DUTY	_____	_____	_____
69	100.00 BUNDLE	POLYETHELENE BAG - 43 X 50, 10'S, BLACK	_____	_____	_____
70	100.00 BUNDLE	POLYETHELENE BAG - GREEN, 43 X 50, 10'S	_____	_____	_____
71	48.00 BUNDLE	POLYETHELENE BAG - GREEN, LARGE 26 X 32, 10'S	_____	_____	_____
72	100.00 BUNDLE	POLYETHELENE BAG - YELLOW, 43 X 50, 10'S	_____	_____	_____
73	50.00 BUNDLE	POLYETHELENE BAG - YELLOW, LARGE 26 X 32, 10'S	_____	_____	_____
74	2.00 BUNDLE	POLYETHYLENE BAG - MEDIUM, ASSORTED COLOR 100'S	_____	_____	_____
75	2.00 PC	PUNCHER - HEAVY DUTY	_____	_____	_____
76	7.00 PC	SCISSORS - BIG HEAVY DUTY	_____	_____	_____
77	1.00 BOT	SOAP - DISHWASHING LIQUID WITH PUMP CONTAINER 1000ML	_____	_____	_____
78	6.00 CONT	SOAP - DISHWASHING PASTE, 550GRAMS	_____	_____	_____
79	7.00 PACK	SPONGE - SCRUB FOAM HEAVY DUTY	_____	_____	_____
80	3.00 BOT	SPRAY - MOSQUITO SPRAY, 500ML	_____	_____	_____

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81	1.00 PC	STAMP - DATE STAMPING MACHINE AUTOMATIC WITH INK PAD	_____	_____	_____
82	2.00 PC	STAMP - DATER WITH RECIEVED & NAME OF OFFICE	_____	_____	_____
83	16.00 BOX	STAPLE WIRE - #35	_____	_____	_____
84	4.00 PC	STAPLER - #35 WITH REMOVER HEAVY DUTY	_____	_____	_____
85	5.00 KL	SUPER WHITE	_____	_____	_____
86	3.00 ROLL	TAPE - CAUTION TAPE 3" X 300M	_____	_____	_____
87	2.00 ROLL	TAPE - DOUBLE SIDED TAPE, 1"	_____	_____	_____
88	5.00 PC	TAPE - DUCT, 2"	_____	_____	_____
89	8.00 ROLL	TAPE - MASKING TAPE 1"	_____	_____	_____
90	5.00 PC	TAPE - PACKAGING 2"	_____	_____	_____
91	59.00 ROLL	TISSUE - 3-PLY BATHROOM TISSUE	_____	_____	_____

Grand/Lot Total: _____

Green Procurement Terms and Conditions

CLEANER FOR TIOLET/URINAL

1. The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids, such as sodium hypochlorite and hypochlorite.
2. The supplier shall supply products with adequate instructions for proper use and disposal.

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).

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 PROVINCIAL GENERAL SERVICES OFFICE, Provincial General Services Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱190,609.40**

OPENING DATE AND TIME OF BIDDING: **February 13, 2025 9:00 am**

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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

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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