

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
2025010432
R0

Quotation No. : **C20250311**
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	2.00 ROLL	ACETATE - 0.075MM (GAUGE #3), TRANSPARENT, APPROX. 50M			
2	100.00 BOT	ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER			
3	3.00 PC	BAG - BACKPACK HEAVY DUTY			
4	24.00 PC	BATTERY - AA HEAVY DUTY (RECHARGEABLE)			
5	16.00 PC	BATTERY - AAA HEAVY DUTY (RECHARGEABLE)			
6	24.00 PC	BOARD - CLIP 8.5" x 13" - LONG SIZE			
7	12.00 PC	BOX - STORAGE BOX WITH COVER AND OPEN HANDLE ON THE SIDES 11" X 15-5/8" X 11" (W X L X H)			
8	2.00 UNIT	CALCULATOR - 12 DIGITS, 2-WAY POWER, HIGH QUALITY			
9	50.00 PC	CERTIFICATE FRAME, 8.5" x 14"			
10	150.00 PICE	CERTIFICATE HOLDER (PLASTIC)			
11	6.00 BOX	CLAMP - PAPER CLAMP, 1"			
12	6.00 BOX	CLAMP - PAPER CLAMP, 4"			
13	5.00 SET	COVER - COMPUTER DUST COVER			
14	1.00 PC	CUTTER - BIG, HEAVY DUTY			
15	2.00 PC	DISPENSER - FOR TAPE, HEAVY DUTY			
16	30.00 PC	ENVELOPE - KRAFT EXPANDABLE (8.5" X 13") - LONG SIZE			
17	50.00 PC	ENVELOPE - PLASTIC (8.5" X 13") - LONG SIZE			
18	30.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE			
19	20.00 PC	FOLDER - CLEAR BOOK (8.5" X 13") - LONG SIZE - 30 LEAVES			
20	24.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG			
21	6.00 BOT	GLUE - MUTI-PURPOSE GLUE 130ML			
22	20.00 STICK	GLUE - STICK (BIG)			
23	1.00 PC.	HEAVY DUTY SHARPENER			

NAME OF ESTABLISHMENT

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24	5.00 BOT	INK - STAMP PAD INK (BLACK)	_____	_____	_____
25	4.00 BOT	INK - STAMP PAD INK (BLUE)	_____	_____	_____
26	24.00 PC	MARKER - WYTEBOARD, BLACK	_____	_____	_____
27	10.00 REAM	PAPER - BOND (8.5"X11.7") A4 SIZE (SUB.16)	_____	_____	_____
28	75.00 REAM	PAPER - BOOK (8.5"X11") SHORT SIZE SIZE (SUB.20)	_____	_____	_____
29	100.00 REAM	PAPER - BOOK, 8.5" X 13", LONG SIZE, SUBS. 20, 80GSM	_____	_____	_____
30	5.00 BOX	PAPER - LAID (8.5"X11") - SHORT SIZE, 85GSM	_____	_____	_____
31	24.00 PACK	PAPER - PHOTOPAPER, STICKER A4	_____	_____	_____
32	150.00 PC	PEN - BALLPOINT 0.5MM BLACK	_____	_____	_____
33	150.00 PC	PEN - SIGN PEN 0.7MM BLACK	_____	_____	_____
34	24.00 PC	PENTEL PEN-PERMANENT, FINE	_____	_____	_____
35	24.00 PACK	PHOTOPAPER (GLOSS) A4 SIZE	_____	_____	_____
36	24.00 PACK	POST IT - 3" X 4", YELLOW	_____	_____	_____
37	24.00 PAD	POST IT - WITH PRINT "PLEASE SIGN HERE"	_____	_____	_____
38	5.00 PC	RECORD BOOK-8.5X11 INCHES, 500 LEAVES	_____	_____	_____
39	5.00 PC	SCISSORS - BIG HEAVY DUTY	_____	_____	_____
40	6.00 BOX	STAPLE WIRE - #35	_____	_____	_____
41	6.00 PC	TAPE - DUCT, 2"	_____	_____	_____
42	6.00 PC	TAPE - PACKAGING 2"	_____	_____	_____
43	150.00 PACK	TISSUE - 3PLY, 4 ROLLS PER PACK	_____	_____	_____

Grand/Lot Total: _____

Green Procurement Terms and Conditions

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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.

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 INFORMATION, COMMUNICATION AND KNOWLEDGE MANAGEMENT OFFICE, Provincial General Services Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱196,074.13**

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)

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- 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.
PhilGEPS Registration No.: _____	
T.I.N. _____	

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS

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