

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

Quotation No. : C20213268

Date : July 16, 2021

Page : 1

PR Number : 2107-3647

PURSUANT TO THE PERTINENT PROVISION OF REPUBLIC ACT NO. 9184 AND ITS IMPLEMENTING RULES AND REGULATIONS, PLEASE QUOTE YOUR UNIT, TOTAL AND GRAND/LOT PRICE OF THE ITEMS LISTED HEREUNDER, WHICH THE PROVINCE OF DAVAO DEL NORTE DESIRES TO PURCHASE. SHOULD THE BIDS AND AWARDS COMMITTEE FIND YOUR PRICE REASONABLE, RESPONSIVE AND LOWEST IN THE MARKET, YOU WILL BE OFFICIALLY NOTIFIED AS TO THE DATE OF DELIVERY. IN CASE THERE IS A FAILURE OF DELIVERY AND/OR LATE DELIVERIES, LIQUIDATED DAMAGES SHALL BE IMPOSED AND BE CHARGED AGAINST YOUR PRESENT OR FUTURE TRANSACTIONS. THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID, TO ANNUL THE BIDDING PROCESS, AND TO REJECT ALL BIDS ANY TIME PRIOR TO CONTRACT AWARD, WITHOUT THEREBY INCURRING ANY LIABILITY TO THE AFFECTED BIDDER/S.

Item No.	Qty./Unit	Item	Quotation	
			Unit Price	Total Amount
1	12 BOT	ALCOHOL, RUBBING ISOPROPHYL 70%	_____	_____
2	50 PCS	BALLPEN BLACK W/ GOOD QUALITY	_____	_____
3	2 PACK	BATTERY, AA, RECHARGEABLE	_____	_____
4	2 PACK	BATTERY, AAA, RECHARGEABLE	_____	_____
5	10 REAM	BOOK PAPER SUB 24 LONG	_____	_____
6	10 REAM	BOOK PAPER SUB 24 SHORT	_____	_____
7	12 PCS	ENVELOPE, BROWN LONG	_____	_____
8	12 PCS	ENVELOPE, BROWN SHORT	_____	_____
9	20 PCS	ENVELOPE, BROWN LONG EXPANDED	_____	_____
10	24 PCS	FOLDER, BROWN LONG	_____	_____
11	12 PCS	FOLDER, BROWN SHORT	_____	_____
12	12 PCS	FOLDER, EXPANDED LONG	_____	_____
13	6 BOT	INK EPSON 664- BLACK	_____	_____
14	2 BOT	INK EPSON 664- YELLOW	_____	_____
15	1 BOT	INK EPSON 664- MAGENTA	_____	_____
16	1 BOT	INK EPSON 664- CYAN	_____	_____
17	10 BOT	INK EPSON 003- YELLOW	_____	_____
18	10 BOT	INK EPSON 003- CYAN	_____	_____
19	10 BOT	INK EPSON 003- MAGENTA	_____	_____
20	12 BOT	INK EPSON 003- BLACK	_____	_____
21	12 PAD	NOTE PAD 3X3 YELLOW	_____	_____

TO PURCHASE OFFICE SUPPLIES FOR DNLI OFFICE USE

Approved Budget for the Contract : P 34,379.50

PLACE OF DELIVERY : PGSO Warehouse

DATE OF OPENING OF CANVASS: July 22, 2021TIME OF OPENING OF CANVASS: 09:00:00 AM

VERY TRULY YOURS,

**SUPPLIERS MUST SPECIFY/INDICATE BRAND NAMES UPON QUOTATION**  
*Failure to specify, may be a ground for disqualification.*

**ENGR. GLENN A. OLANDRIA**  
(Provincial Engineer)

I HEREBY CERTIFY:

- 1) THE ABOVE PRICES OF THE ITEMS HEREIN DESCRIBED ARE CURRENT AND VALID FOR 120 DAYS FROM DATE OF THE OPENING OF CANVASS.
- 2) IN CASE THE PROVINCE OF DAVAO DEL NORTE WILL OFFICIALLY NOTIFY THAT THE ITEMS WILL BE PROCURED FROM MY/OUR ESTABLISHMENT, THE STOCKS ARE READILY AVAILABLE OFF-THE-SHELF.

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

ADDRESS \_\_\_\_\_

Please check whether VAT or Non-VAT

V.A.T.

Non-V.A.T.

PhilGEPS Registration No.: \_\_\_\_\_

T.I.N. No. \_\_\_\_\_ TEL./FAX No. : \_\_\_\_\_

SIGNATURE

PRINTED NAME

CANVASS BY: \_\_\_\_\_

Signature Over Printed Name

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Item No.	Qty./Unit	Item	Quotation	
			Unit Price	Total Amount
22	12 PAD	NOTE PAD SMALL 1/2X3 PINK	_____	_____
23	12 PCS	PAPER CLAMP 1"	_____	_____
24	12 PCS	PAPER CLAMP 2"	_____	_____
25	12 PCS	PEN, SIGNING 0.5	_____	_____
26	10 PCS	PLASTIC RING BINDER 1/2"	_____	_____
27	3 BOX	STAPLEWIRE, B8 STAPLES 1/4"	_____	_____
28	6 ROLL	TAPE, DOUBLE SIDED (CONCRETE WALL 3M)	_____	_____
29	2 BOX	TISSUE PAPER, 48 ROLLS	_____	_____
30	2 PCS	STAPLER, HD-50/50R	_____	_____

**Green Procurement Terms and Conditions for MULTI PAPER, TOILET PAPER**

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. Wrapping by rean 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.

**FOR 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 RECORD BOOK**

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.

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			Unit Price	Total Amount

\* \* \* GRAND/LOT PRICE : P \_\_\_\_\_

**Terms and Condition :**

The following documentary requirements shall be submitted together with the Price Quotation Form or Canvass as requisite for award:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration Number

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