

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



**REQUEST FOR QUOTATION**

[Negotiated Procurement - Small Value Procurement]

Control No. :



PR Number  
**2023021181**  
 R0

Quotation No. : **S20231282**  
 Old RFQ No. : **S20230961**  
 Date : **Mar 17, 2023**  
 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	
			Unit Price	Total Amount

1	1.00 package	Enhancement of Local Climate Change Action Plan (e-LCCAP) re: Greenhouse Gas Inventory for two (2) LGUs in Davao del Norte (Talaingod and Tagum City) Contracting-out of Service for the conduct of GhG Inventory (Study) and formulation GhG Report for the Enhancement of Local Climate Change Action Plan		
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Provided, that the consulting service provider shall perform the following scope of work, to wit;

1. Develop survey design;
2. Facilitate and conduct survey in study units/LGUs identified;
3. Facilitate orientation/workshops for the capacity building of LGU personnel involves;
4. Compile, process, and tabulate raw data from the survey based on the prescribed formats by the Climate Change Commission;
5. Prepare the inception, interim and final reports wherein the report shall also include the data dictionary, details of the survey methodology, as well as the full analysis and discussion of the survey results;
6. Provide necessary statistical software and/or computer programs that will be used in the completion of the deliverables; and
7. Conduct presentations, as appropriate, for the assessment and finalization of outputs which will be, at the same time, the venue for submitting the final report on the results of the survey

Shall be responsible of the following;

1. The consultant shall develop the survey design;
2. The Consultant shall coordinate with the study units/LGUs in the conduct of courtesy calls and orientations at the community level;
3. The Consultant shall facilitate and conduct workshops for the capacity building of the LGU survey teams;
4. The Consultant shall spearhead the survey onsite to gather information from communities that will serve as primary data for the determination of greenhouse gas emissions;
5. The Consultant shall validate and consolidate inputs from the survey team;
6. The Consultant shall be responsible in ensuring data consistency across study units/LGUs and interpret the survey results;

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7. The Consultant shall directly report to the Provincial LCCAP-TWG thru PENRO on the plan of action and timing of the deliverables;
8. The Consultant shall be physically and/or virtually available for consultations at least once (1) a month, or as need arises, during the duration of the study;
9. The consultant shall be responsible for the full dataset compilation and final edit and lay-out of the printable version of the reports, and;
10. The consultant shall be responsible for the development and completion of the deliverables.

More so, the consultant must have;

1. A multi-disciplined environmental consulting firm with well-founded experience in environmental-related projects and has gained repeat clients in government and private sectors within the region.
2. Proven capacity to provide not just merely professional advisory and review services, but to conduct the technical study and execution of on-site activities, with highly qualified and experienced technical professionals, with strong teamwork and sensitivity to the needs of the recipients/LGU's and with accessibility to home office support and resources.
3. Has established organizational structure with professional environmental expertise, and manning schedule composed of environmental planners, data processor manager, computer programmers, engineers, geologist, safety officers, economist and the like.

Note: Must be a local based supplier/service provider

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

REMARKS : Charged to Environment Protection and Management Project - Enhancement of LCCAP - GHG Inventory (5% Calamity Fund) - Research, Exploration, and Development Expenses (50207020)

**Contracting-out of Service for the conduct of Greenhouse Gas (GHG) Inventory (Study) Project for two (2) LGUs in Davao del Norte, Provincial Environment and Natural Resources Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **P950,000.00**

OPENING DATE AND TIME OF BIDDING: **March 23, 2023 9:00 am**

Place of Delivery : **PENRO**

Delivery Term : **180 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.

NAME OF ESTABLISHMENT

**MA. EMELENE P. COQUILLA**

Friday, March 17, 2023

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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,

  
**DENNIS B. DEVILLERES , LI.B**  
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