

**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  
**2025010145**  
R0

Quotation No. : **C20250079**  
Old RFQ No. : **N/A**  
Date : **Jan 30, 2025**  
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		
			Brand	Unit Price	Total Amount
1	10.00 PC	BOOK - RECORD #85 200 PAGES, HARD BOUND			
2	5.00 PC	BROOM - SOFT TAMBO, WOODEN OR RATTAN HANDLE			
3	5.00 BOX	CLAMP - PAPER CLAMP, 4"			
4	12.00 BOX	CLIP - PAPER (JUMBO SIZE, VINYL COATED)			
5	40.00 POUCH	DETERGENT SOAP - POWDER, 500G			
6	12.00 BOT	DISENFECTANT - CLEANER TOILET THICK 1L			
7	10.00 BOT	DISINFECTANT SPRAY - 400GRAMS			
8	3.00 PC	DUSTER - FEATHER			
9	2.00 PC	DUSTPAN - PLASTIC W/ HANDLE, LARGE			
10	150.00 PC	ENVELOPE - KRAFT EXPANDABLE (8.5" X 13") - LONG SIZE			
11	5.00 LITER	FABRIC CONDITIONER - 1L			
12	50.00 BOX	FASTENER - PLASTIC			
13	150.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE			
14	200.00 PC	FOLDER - RED (8.5" X 13") - LONG SIZE			
15	15.00 PC	FRESHENER - TOILET GEL			
16	20.00 ROLL	GARBAGE BAG - BLACK LARGE 26X32" 10 PCS PER ROLL			
17	10.00 BOT	GLUE - MUTI-PURPOSE GLUE 130ML			
18	10.00 BOT	HAND SOAP - LIQUID W/ MOISTURIZER			
19	5.00 BOT	INK - STAMP PAD INK (BLUE)			
20	40.00 PC	MARKER - WYTEBOARD, BLACK			
21	100.00 REAM	PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20), 70 GSM			
22	10.00 REAM	PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20)			
23	13.00 REAM	PAPER - BOOK A3, 70 GSM			
24	120.00 PC	PEN - BALLPOINT 0.5MM BLACK			
25	100.00 PC	PENTEL PEN-PERMANENT, FINE			

NAME OF ESTABLISHMENT

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26	40.00	CONT	SOAP - DISHWASHING PASTE, 550GRAMS	_____	_____	_____
27	2.00	PC	STAMP PAD - 3 1/3 X 5 1/2	_____	_____	_____
28	15.00	BOX	STAPLE WIRE - #35	_____	_____	_____
29	3.00	PC	STAPLER - #35 WITH REMOVER HEAVY DUTY	_____	_____	_____
30	20.00	ROLL	TAPE - SCOTCH 1/2"	_____	_____	_____
31	100.00	ROLL	TISSUE - 3-PLY BATHROOM TISSUE	_____	_____	_____
32	2.00	PC	TRAY - DATA ORGANIZER DOUBLE WIRE MESH (ASSORTED COLORS)	_____	_____	_____

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

Green Procurement Terms and Conditions

**DETERGENT POWDER**

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO), and active ingredients as linear alkybenzene sulfonate.
2. The supplier shall supply products with adequate instructions for proper use and disposal. There shall be a minimum purchase of half kilo for this item.

**LIQUID HAND SOAP**

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO), and active ingredients as linear alkybenzene sulfonate.
2. Purchase in sachets shall not be allowed.
3. The supplier shall supply products with adequate instructions for proper use and disposal.

**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 FIRST DISTRICT, Provincial General Services Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱113,749.33**

OPENING DATE AND TIME OF BIDDING: **February 6, 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.

NAME OF ESTABLISHMENT

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**RHEA GIN M. RAMOS**

Thursday, January 30, 2025

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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,

  
**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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