

**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  
**2025010428**  
R0

Quotation No. : **C20250308**  
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    | 35.00 BOT     | ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER  |           |            |              |
| 2    | 2.00 PC       | BATTERY - 9 VOLTS                                 |           |            |              |
| 3    | 30.00 PC      | BOOK - RECORD #85 200 PAGES, HARD BOUND           |           |            |              |
| 4    | 20.00 PC      | BOOK - RECORD #85 300 PAGES, HARD BOUND           |           |            |              |
| 5    | 5.00 PCS      | BOOK RECORD - #85, 500 PAGES, HARDBOUND           |           |            |              |
| 6    | 5.00 PC       | BROOM - SOFT TAMBO, WOODEN OR RATTAN HANDLE       |           |            |              |
| 7    | 5.00 PC       | BROOM - STICK STANDARD SIZE                       |           |            |              |
| 8    | 3.00 UNIT     | CALCULATOR - 12 DIGITS, 2-WAY POWER, HIGH QUALITY |           |            |              |
| 9    | 10.00 GAL     | CLEANER - TOILET BOWL AND URINAL CLEANER          |           |            |              |
| 10   | 50.00 PC      | CLIP - BINDER 3/4"                                |           |            |              |
| 11   | 50.00 PC      | CLIP - BINDER 2"                                  |           |            |              |
| 12   | 40.00 BOX     | CLIP - PAPER (SMALL SIZE, VINYL COATED)           |           |            |              |
| 13   | 5.00 PC       | CUTTER - BIG, HEAVY DUTY                          |           |            |              |
| 14   | 20.00 BOT     | DETERGENT SOAP - DISHWASHING LIQUID, 500ML        |           |            |              |
| 15   | 20.00 PACK    | DETERGENT SOAP - POWDER, 1KL                      |           |            |              |
| 16   | 35.00 POUCH   | DETERGENT SOAP - POWDER, 500G                     |           |            |              |
| 17   | 30.00 pc      | DISHWASHING PASTE 400G                            |           |            |              |
| 18   | 200.00 PC     | ENVELOPE - BROWN (8.5" X 11") - SHORT SIZE        |           |            |              |
| 19   | 200.00 PC     | ENVELOPE - BROWN (8.5" X 13") - LONG SIZE         |           |            |              |
| 20   | 160.00 PC     | FOLDER - BROWN (8.5" X 11") - SHORT SIZE          |           |            |              |
| 21   | 160.00 PC     | FOLDER - BROWN (8.5" X 13") - LONG SIZE           |           |            |              |
| 22   | 10.00 CAN     | FRESHSNER - AIR 227ML, VANILLA SCENT              |           |            |              |
| 23   | 10.00 BOT     | GLASS CLEANER 500 ML                              |           |            |              |

NAME OF ESTABLISHMENT

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|    |             |   |       |       |       |
|----|-------------|---|-------|-------|-------|
| 24 | 2.00 PC     | HAND HELD TAPE DISPENSER CUTTER 2"-<br>HEAVY DUTY       | _____ | _____ | _____ |
| 25 | 2.00 PC.    | HEAVY DUTY SHARPENER                                    | _____ | _____ | _____ |
| 26 | 5.00 CAN    | INSECTICIDE - SPRAY 500 ML                              | _____ | _____ | _____ |
| 27 | 10.00 PC    | MARKER - MEMO HIGHLIGHTER STICK                         | _____ | _____ | _____ |
| 28 | 5.00 PC     | MARKER - WYTEBOARD                                      | _____ | _____ | _____ |
| 29 | 2.00 PC     | MOP HANDLE - MICROFIBER                                 | _____ | _____ | _____ |
| 30 | 16.00 BOX   | MULTICOLOR PAPER CLIP                                   | _____ | _____ | _____ |
| 31 | 180.00 REAM | PAPER - BOOK, 8.5" X 13", LONG SIZE, SUBS.<br>20, 80GSM | _____ | _____ | _____ |
| 32 | 50.00 REAM  | PAPER - Mimeo, WHITEWOVE, 8.5" X 11",<br>SHORT          | _____ | _____ | _____ |
| 33 | 100.00 REAM | PAPER Mimeo LONG WW                                     | _____ | _____ | _____ |
| 34 | 20.00 PC    | PEN - FELT-TIP-PEN (FINE) - BLACK                       | _____ | _____ | _____ |
| 35 | 40.00 PC    | PEN - SIGN PEN, 0.3MM, BLACK                            | _____ | _____ | _____ |
| 36 | 50.00 PC    | PENCIL - #2 WITH ERASER, HEAVY DUTY                     | _____ | _____ | _____ |
| 37 | 5.00 PC     | PUNCHER - HEAVY DUTY                                    | _____ | _____ | _____ |
| 38 | 10.00 PACK  | PUSH PINS 100S  | _____ | _____ | _____ |
| 39 | 10.00 PC    | RUG - STANDARD SIZE                                     | _____ | _____ | _____ |
| 40 | 10.00 PC    | RULER - TRANSPARENT, PLASTIC, 12"                       | _____ | _____ | _____ |
| 41 | 6.00 PC     | SCISSORS - BIG HEAVY DUTY                               | _____ | _____ | _____ |
| 42 | 30.00 BOX   | STAPLE WIRE - #35                                       | _____ | _____ | _____ |
| 43 | 15.00 PC    | STAPLER - #35 WITH REMOVER HEAVY DUTY                   | _____ | _____ | _____ |
| 44 | 5.00 PC     | TAPE - DUCT, 2"   | _____ | _____ | _____ |
| 45 | 15.00 PC    | TAPE - PACKAGING 2"                                     | _____ | _____ | _____ |
| 46 | 4.00 ROLL   | TAPE - SCOTCH 3"  | _____ | _____ | _____ |
| 47 | 100.00 ROLL | TISSUE - 3-PLY BATHROOM TISSUE                          | _____ | _____ | _____ |
| 48 | 3.00 PC     | TRASH BIN   | _____ | _____ | _____ |

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

Green Procurement Terms and Conditions

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

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ALEJANDRO R. OMILA JR.

Friday, February 7, 2025

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**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.

**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.

**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 PHO-ADMIN, Provincial General Services Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱163,234.44**

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

NAME OF ESTABLISHMENT

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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

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