

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
2025010436
R0

Quotation No. : **C20250313**
Old RFQ No. : **N/A**
Date : **Feb 07, 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	25.00 BOT	ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER			
2	3.00 PC	BOOK - RECORD #85 200 PAGES, HARD BOUND			
3	15.00 PC	CLIP - BINDER ¾"			
4	5.00 BOX	CLIP - PAPER (SMALL SIZE, VINYL COATED)			
5	100.00 PC	COMPOSITION NOTEBOOK, ORDINARY, 40 LEAVES (ASSORTED COLOR)			
6	5.00 CAN	DISHWASHING PASTE - 200 GRAMS			
7	100.00 PC	ENVELOPE - BROWN (8.5" X 13") - LONG SIZE			
8	95.00 PC	Expandable Long Plastic Envelope with Handle & Zipper Lock			
9	100.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE			
10	20.00 PC	FOLDER - CLEAR BOOK (8.5" X 11") - SHORT SIZE - 30 LEAVES			
11	100.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG			
12	20.00 PC	FOLDER - PLASTIC EXPANDABLE (8.5" X 13") - LONG SIZE			
13	3.00 BOT	GLUE - MULTI-PURPOSE GLUE 240ML			
14	5.00 PC	MARKER - MEMO HIGHLIGHTER STICK			
15	50.00 REAM	PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20), 70 GSM			
16	50.00 REAM	PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20)			
17	10.00 PC	PAPER - CAMBRIC BOARD (8.5" X 11") - SHORT SIZE			
18	3.00 PACK	PAPER - PHOTOPAPER, LONG SIZE			
19	1.00 PACK	PAPER - PHOTOPAPER, MATTE A4			
20	50.00 PC	PEN - BALLPOINT 0.5MM BLACK			
21	25.00 PC	PEN - SIGN PEN 0.7MM BLACK			
22	50.00 PC	PENCIL - #2 WITH ERASER, HEAVY DUTY			
23	5.00 PC	PENTEL PEN-PERMANENT, FINE			

NAME OF ESTABLISHMENT

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24	10.00 PC	Plastic Ring Comb Binder (Black 100 Leaves) A4	_____	_____	_____
25	10.00 PC	Plastic Ring Comb Binder (Black 100 Leaves) long	_____	_____	_____
26	10.00 PACK	POST IT - 3" X 4", YELLOW	_____	_____	_____
27	3.00 PAD	POST IT - WITH PRINT "PLEASE SIGN HERE"	_____	_____	_____
28	1.00 BOX	PVC COVER - A4, 100'S/BOX	_____	_____	_____
29	5.00 BOX	STAPLE WIRE - #35	_____	_____	_____
30	10.00 PC	STAPLER - #35 WITH REMOVER HEAVY DUTY	_____	_____	_____
31	2.00 ROLL	TAPE - DOUBLE SIDED TAPE, 1"	_____	_____	_____
32	2.00 PC	TAPE - DUCT, 2"	_____	_____	_____
33	5.00 ROLL	TAPE - SCOTCH 1/2"	_____	_____	_____
34	3.00 ROLL	TAPE - SCOTCH, 1" X 50M	_____	_____	_____
35	5.00 ROLL	TAPE MASKING 1"	_____	_____	_____
36	100.00 ROLL	TISSUE - 3-PLY BATHROOM TISSUE	_____	_____	_____

Grand/Lot Total: _____

Green Procurement Terms and Conditions

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 PLANNING AND DEVELOPMENT OFFICE, Provincial General Services Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱82,803.09**

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 :

NAME OF ESTABLISHMENT _____

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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)
 - 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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