

**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  
**2025010697**  
R0

Quotation No. : **S20250405**  
Old RFQ No. : **N/A**  
Date : **Feb 12, 2025**  
Page : **Page 1 of 2**

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	100.00 pax	Executive 1 SNACK fried chicken and caesar's salad, canned juice, bottled water	_____	_____	_____
2	150.00 pax	Regular 1 SNACK tuna sandwich, egg sandwich, kakanin, softdrinks	_____	_____	_____
3	200.00 pax	Regular 1 MEAL, 2 SNACKS Meals: rice, pork humba, beef steak seafood chopsuey, sotanghon guisado, fish fillet (malasugue), chicken fillet, beef kare-kare, meat balls (bola-bola), mushroom soup, chicken tinola, vege lumpia, fruits, bottled water, softdrinks. Snacks: cinnamon bread, puto maya and sikwate, burger, sandwich, juice, softdrink.	_____	_____	_____

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

REMARKS : NOTE: Provide flowing coffee and drinking water during every activity.  
NOTE: Requisitioning Office will inform the winning bidder when an activity is about to be conducted.  
NOTE: Menu stated is for the entire duration of the activities.

Green Procurement Terms and Conditions

**FOOD AND CATERING SERVICES**

- The service supplier shall have it's own environmental policy, covering environmental procurement , the reduction of waste and energy consumption, and water saving.
- The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
- For buffet, the supplier shall deliver catering service strictly without using any forms of single-use plastics like wrappings and sachets, plastic stirrers, PET plastic bottles, etc.
- The service supplier shall be responsible for the disposal of all solid wastes they generate during the provision of goods and services and shall ensure that the venue is waste free upon leaving.
- In cases where buffet service is not possible, the supplier shall deliver individual food packs using at least 50% biodegradable packing material with 2-in-1 spoon-fork. The use of styro foam as packing material is strictly not allowed. Food packing must bear the business name of the service supplier.

**To be served within the first quarter of CY-2025 for PPDO various activities, Provincial Planning and Development Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱93,500.00**

OPENING DATE AND TIME OF BIDDING: **February 17, 2025 9:00 am**

Place of Delivery : **On-Site**

Delivery Term : **On the Day of Activity**

General Terms & Conditions :

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

\*\* All signatures of this document are system generated. \*\*\*  
\*\* The original of this document is in digital format. \*\*\*

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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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\*\* The original of this document is in digital format. \*\*\*