

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
2025031734
R0

Quotation No. : S20251160
Old RFQ No. : N/A
Date : Mar 28, 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	18,000.00 PCS	PUBLICATION (LEGISLATIVE UPDATE) MONTH OF FEBRUARY, 2025			

Grand/Lot Total: _____

REMARKS : Remarks : (PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY FOR YOUR COMPLIANCE)

- 1.) MULTI- COLORED/OR FULL COLOR USING: C2S 80, GLOSSY PAPER WITH MACHINE FOLDING AND STAPLE
- 2.) MAXIMUM OF SIXTEEN (16) PAGES DEPENDING ON THE SUBMITTED ARTICLES
- 3.) FREE DELIVERY TO COMPONENT LGUs AND ITS BARANGAYS, NGOs, CSOs, EDUCATIONAL INSTITUTIONS AND OTHER TARGETED STAKEHOLDERS TO BE ACCOMPANIED BY DESIGNATED CIRCULATIONS STAFF
- 4.) PLACEMENT OF STICKERS BEARING THE NAME, POSITION TITLE AND ADDRESS OF THE BENEFICIARIES/STAKEHOLDERS AS MENTIONED IN
- 5.) DUMMY OF THE NEWSLETTER SHALL BE SUBMITTED FOR FINAL REVIEW BY THE EDITORIAL STAFF A DAY AFTER THE RECEIPT OF THE PURCHASE ORDER (P.O)
- 6.) THE DELIVERY OF THE ITEMS MUST BE DONE SEVEN (7) WORKINF DAYS AFTER THR RECEIPT OF THE PURCHASE ORDER
- 7.) AND THE NUMBER OF DAYS OF DELIVERY OF THE ITEMS MUST BE INDICATED IN THE CANVASS FORM/PRICE QUOTATION

OSS-INFORMATION DISSEMINATION, Office of the Secretary to the Sangunian

APPROVED BUDGET FOR THE CONTRACT (ABC) : **P298,800.00**

OPENING DATE AND TIME OF BIDDING: **April 3, 2025 9:00 am**

Place of Delivery : **on site**

Delivery Term : **7 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 contractor.
- 10. The following documentary requirements shall be submitted together with the Request for Quotation Form as requisite for award:



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- 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

☐ V.A.T.
☐ Non - V.A.T.

PhilGEPS Registration No.:

T.I.N.

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS