

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  
2025053494  
R0

Quotation No. : S20252433  
Old RFQ No. : N/A  
Date : Jun 06, 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	30.00 PC	POLO SHIRT <ul style="list-style-type: none"><li>Customized Poloshirt</li><li>Embroidered</li><li>Honeycomb textile</li></ul>			
2	50.00 pc	SHIRT SUBLIMATION PRINT <ul style="list-style-type: none"><li>Sublimation</li></ul>			
3	15.00 PC	Customized Vest <ul style="list-style-type: none"><li>Semi-formal</li><li>With Musa weave accents on canvas parts</li><li>Button lock at neck</li><li>No Sleeves</li><li>Front zip closure</li><li>2 slant flap pockets with zipper</li><li>1 inner secret pocket</li><li>Armholes finished with clean piping</li></ul>			
4	30.00 PC	Customized Burlap (Jute) Tote Bags <ul style="list-style-type: none"><li>Fossilized Gift Bag</li></ul>			

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

REMARKS : This procurement covers poloshirts and T-shirts for the technical/working team, casual vests, and gift tote bags to be given as VIP tokens for the Hulagway sa Kadagayaan: Agri-Tourism Fair and Food Festival. The target delivery date for these items is one to two weeks before the event on June 30.

Green Procurement Terms and Conditions

T-SHIRT OR POLO SHIRT

1. There shall be no individual wrapping of items. Carton box/ Paper bag/ Eco bag shall be used instead upon delivery.

Poloshirts and T-shirts for the technical/working team, casual vests, and gift tote bags as VIP tokens for the Hulagway sa Kadagayaan: Agri-Tourism Fair and Food Festival., Provincial Administrator’s Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : P81,800.00

OPENING DATE AND TIME OF BIDDING: June 13, 2025 9:00 am

Place of Delivery : PGSO Warehouse

Delivery Term : On the Day of Activity

General Terms & Conditions :

- 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.**
- 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.
- Bidders shall specify/indicate the brand names in the RFQ and the country of origin.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which

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- 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

☐ V.A.T.  
☐ Non - V.A.T.

PhilGEPS Registration No.:

T.I.N.

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS