

**Republic of the Philippines**  
**Province of Davao del Norte**  
**BIDS AND AWARDS COMMITTEE**  
 Government Center, Mankilam, Tagum City



**REQUEST FOR QUOTATION**

[Small Value Procurement]

Control No. :



PR Number  
**2025074532**  
 R0

Quotation No. : **S20253361**  
 Old RFQ No. : **N/A**  
 Date : **Jul 25, 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 12009 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 most economically advantageous, 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 70 Government Procurement Act of RA 12009.

I.N.	Quantity/Unit	Item	Quotation		
			Brand	Unit Price	Total Amount

1	40.00 SET	TOKEN Set of Customized bag with planner, pen, tumbler and sippy cup  Personalized Burlap Bag : (with black handle and black text) Medium size (35x27x12 inch) no zipper (with lock). Fabric is made from jute. Also comes with a twill.  Personalized 2026 Planner : A5 size made of Moleskin PU Leather (color blue green cover with gold text) with 120 Pages which include Personal Memoranda, Calendar, General Knowledge such World Clock Timeline, Basic Metric Conversion etc. this comes with a matching color gold stylus pen.  Personalized Hot and cold tumbler : (Color white with gold text) Made of double-layer stainless steel. 500ML capacity, with high-tech vacuum insulation layer in the middle. Food grade PP plastic cover.  Personalized Sippy Cup:440 ml (has blue sleeves with white text) Double wall, superior borosilicate glasses - 100% lead free high temperature resistance from -20~150? / -4~302° Can be used well in the microwave, dishwasher, and even in the freezer.			
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Grand/Lot Total: \_\_\_\_\_

Green Procurement Terms and Conditions

**LEDS**

1. The suppliers shall supply products which are packaged in recyclable material.

**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.

**To acquire tokens for the DNLI-PAB Members and DNSC-DNLI Management Team during the 6th DNLI Commencement Exercises on August 2025, Provincial Information, Communication and Knowledge Management Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱60,000.00**

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

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

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OPENING DATE AND TIME OF BIDDING: **July 31, 2025 9:00 am**

Place of Delivery : **On Site**

Delivery Term : **Prior of the Activity**

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. 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.
9. The following documentary requirements shall be submitted together with the Request for Quotation Form as requisite for award:
  - a. 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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