

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
2025042526
R0

Quotation No. : C20251700
Old RFQ No. : N/A
Date : May 02, 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 pack	Trash Bag XL			
2	20.00 CAN	INSECTICIDE - SPRAY 500 ML			
3	55.00 PACK	TISSUE - 3PLY, 4 ROLLS PER PACK			
4	25.00 CAN	AIR FRESHENER - 180G			
5	50.00 PC	DEODORIZER - FOR TOILET 100G			
6	25.00 BOT	DETERGENT SOAP - DISHWASHING LIQUID, 500ML			
7	125.00 REAM	BOND PAPER SHORT SUBS. 20 70 GSM 8.5 X 11			
8	10.00 CAN	DISENFECTANT - SPRAY KILLS FLU VIRUS - 510G			
9	20.00 BOT	GLASS CLEANER 500 ML			
10	80.00 BOT	ALCOHOL - 70% ISOPROPHYL (500ML)			
11	25.00 REAM	OFFICIAL STATIONERY- LONG (OSS)			
12	100.00 REAM	BOND PAPER A4 SUBS. 20 70 GSM 8.25 X 11.75			
13	20.00 REAM	OFFICIAL STATIONERY-SHORT (OSS)			
14	25.00 BOT	SOAP - LIQUID HAND SOAP, 1000ML			
15	150.00 REAM	BOND PAPER LONG SUBS. 20 70 GSM 8.5 X 13			
16	20.00 BOT	GLASS CLEANER 500 ML			

Grand/Lot Total:

REMARKS : 1) PLEASE INDICATED IN THE BRAND NAME OF ITEMS TO CANVASS FORM / PRICE QUOTATION
2) ALL ITEMS MUST BE COMPLETELY FILLED OUT AND QUOTED
3) DELIVERY OF ITEMS SHALL BE (7) DAYS AFTER THE RECEIPT OF PURCHASE ORDER
AND THE NUMBER OF DAYS OF DELIVERY MUST BE INDICATED IN THE CANVASS
FORM/PRICE QUOTATION

Green Procurement Terms and Conditions



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CLEANER FOR TIOLET/URINAL

- 1. The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids, such as sodium hypochlorite and hypochlorite.
- 2. The supplier shall supply products with adequate instructions for proper use and disposal.

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.

LIQUID HAND SOAP

- 1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO), and active ingredients as linear alkybenzene sulfonate.
- 2. Purchase in sachets shall not be allowed.
- 3. The supplier shall supply products with adequate instructions for proper use and disposal.

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.

PLASTIC TRASH BAG

- 1. The suppliers shall supply products which are made of polyethylene (PE).

REFRIGERATORS AND FREEZERS

- 1. The suppliers shall supply refrigerators and freezers which fulfils at least ENERGY STAR 5.0.
- 2. The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production)
- 3. The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service.

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.

office use, Office of the Secretary to the Sangunian

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱277,669.10**

OPENING DATE AND TIME OF BIDDING: **May 8, 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.

NAME OF ESTABLISHMENT

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

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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