

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
2025010542
R0

Quotation No. : C20250542
Old RFQ No. : N/A
Date : Feb 21, 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	25.00 PC	CERTIFICATE FRAME, 8.5" x 14"			
2	1,000.00 PC	PEN - BALLPOINT 0.5MM BLACK			
3	1,000.00 PC	NOTEBOOK - W/O SPRING 80 LVS.			
4	40.00 REAM	PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20), 70 GSM			
5	6.00 pc	pentel pen (fine & broad,black)			
6	200.00 PC	ENVELOPE - BROWN (8.5" X 13") - LONG SIZE			
7	10.00 BOX	STAPLE WIRE - #35			
8	10.00 PACK	PAPER - STICKER, LONG SIZE			
9	6.00 PC	BOOK - RECORD #85 300 PAGES, HARD BOUND			
10	20.00 PC	FOLDER - EXPANDABLE, GREEN			
11	2.00 PC	Bond Paper A4 (Sub 20)			
12	6.00 ROLL	TAPE - DOUBLE SIDED TAPE, 1"			
13	6.00 ROLL	TAPE - MASKING 2"			
14	1.00 BOX	PAPER - LAID (8.5"X11") - SHORT SIZE, 85GSM			

Grand/Lot Total: _____

Green Procurement Terms and Conditions

- 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.

- RECORD BOOKS
- 1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
 - 2. There shall be no individual wrapping of items upon delivery. If bulk, carton box shall be used for packing.

Procurement of Office Supplies for PADO - CIDD for the 1st semester 2025, Provincial Administrator’s Office

APPROVED BUDGET FOR THE CONTRACT (ABC) : ₱55,889.40

OPENING DATE AND TIME OF BIDDING: February 27, 2025 9:00 am

Place of Delivery : PGSO Warehouse

Delivery Term : 7 Calendar Days

General Terms & Conditions :

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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

☐ V.A.T.
☐ Non - V.A.T.

PhilGEPS Registration No.:

T.I.N.

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS