

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
2025063716
R0

Quotation No. : C20252766
Old RFQ No. : N/A
Date : Jun 20, 2025
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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	50.00 BOT	ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER			
2	1.00 PACK	BAG PLASTIC, BIODEGRADABLE, 100'S LARGE (SANDO)			
3	1.00 PACK	BAG PLASTIC, BIODEGRADABLE, 100'S MEDIUM (SANDO)			
4	4.00 PACK	BAG, PLASTIC, BIODEGRADABLE, 100'S, XL (SANDO)			
5	14.00 PC	BALLPOINT PEN, GRIP XP5 BLACK AND BLUE			
6	3.00 GAL	BLEACH - LIQUID BLEACH			
7	5.00 PC	BOOK - RECORD #85 500 PAGES, HARD BOUND			
8	10.00 PC	BROOM - SOFT TAMBO, WOODEN OR RATTAN HANDLE			
9	3.00 PC	CHAMOIS			
10	8.00 GAL	CLEANER - TOILET BOWL AND URINAL CLEANER			
11	10.00 LTR	CLEANER - TOILET THICK DIDINFECTANT CLEANER			
12	2.00 BOX	CLIP - PAPER (JUMBO SIZE, VINYL COATED)			
13	25.00 PCS	CORRECTION TAPE - HEAVY DUTY, 6M			
14	1.00 PC	DATA FILER - BOOK FILER CONTAINER FOR DOCUMENT			
15	2.00 PC.	DATA FOLDER (3X9X15) WITH RING FINGER (BLACK)			
16	50.00 PC	DEODORIZER - TOILET DEODORIZER CAKE, 50GRAMS			
17	8.00 BOT	DETERGENT SOAP - DISHWASHING LIQUID, 500ML			
18	3.00 CAN	DISENFECTANT - SPRAY KILLS FLU VIRUS - 510G			
19	5.00 LITER	FABRIC CONDITIONER - 1L			
20	10.00 PC	FOLDER - WHITE, LONG			
21	5.00 CAN	FRESHENER - AIR 227ML (LAVENDER SCENT)			



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22	3.00 CAN	FRESHENER - CAR, CALIFORNIA SCENT			
23	3.00 CAN	FRESHENER - CAR, CLINIQUE HAPPY SCENT			
24	2.00 PC	FRESHENER - TOILET GEL			
25	5.00 PC	FRESHENER, AIR 320 ML. - ORANGE SCENT			
26	5.00 CAN	FURNITURE CLEANER - AEROSOL TYPE, 280ML			
27	2.00 BOT	GLASS CLEANER 500 ML			
28	13.00 PAIR	GLOVES - CONSTRUCTION, COTTON WITH RUBBER ON PALM			
29	1.00 BOX	MASK - FACEMASK EARLOOP 3-PLY (50PCS/BOX)			
30	1.00 REAM	PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20)			
31	2.00 PAD	PAPER - YELLOW PAD			
32	29.00 PC	PEN - BALLPOINT 0.5MM BLACK			
33	2.00 PC	PEN - BALLPOINT 0.5MM RED			
34	2.00 PC	PEN - FELT-TIP-PEN (FINE) - BLACK			
35	2.00 PC	PEN - MARKER FLOURESCENT (ASSORTED COLOR)			
36	5.00 PC	PEN - SIGN PEN 0.5MM BLACK			
37	9.00 PC	PEN - SIGN PEN 0.5MM BLUE			
38	5.00 PC	PENCIL - #2 WITH ERASER, HEAVY DUTY			
39	60.00 BUNDLE	POLYETHELENE BAG - 43 X 50, 10'S, BLACK			
40	60.00 BUNDLE	POLYETHELENE BAG - GREEN, 43 X 50, 10'S			
41	48.00 BUNDLE	POLYETHELENE BAG - GREEN, LARGE 26 X 32, 10'S			
42	60.00 BUNDLE	POLYETHELENE BAG - YELLOW, 43 X 50, 10'S			
43	50.00 BUNDLE	POLYETHELENE BAG - YELLOW, LARGE 26 X 32, 10'S			
44	1.00 BOT	SOAP - DISHWASHING LIQUID WITH PUMP CONTAINER 1000ML			
45	2.00 CONT	SOAP - DISHWASHING PASTE, 550GRAMS			
46	2.00 PACK	SPONGE - SCRUB FOAM HEAVY DUTY			
47	2.00 BOT	SPRAY - MOSQUITO SPRAY, 500ML			
48	8.00 BOX	STAPLE WIRE - #35			
49	5.00 PC	TAPE - PACKAGING 2"			
50	11.00 ROLL	TAPE - SCOTCH 1"			



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51 59.00 ROLL TISSUE - 3-PLY BATHROOM TISSUE

Grand/Lot Total:

Green Procurement Terms and Conditions

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.

DETERGENT POWDER

- 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. The supplier shall supply products with adequate instructions for proper use and disposal.
- There shall be a minimum purchase of half kilo for this item.

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).

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.

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.

For Requisition of Common-Use goods for 3rd quarter of FY 2025 of PROVINCIAL GENERAL SERVICES OFFICE, Provincial General Services Office

APPROVED BUDGET FOR THE CONTRACT (ABC) :P107,165.69

OPENING DATE AND TIME OF BIDDING: June 26, 2025 9:00 am

Place of Delivery : PGSO Warehouse

Delivery Term : 10 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

NAME OF ESTABLISHMENT

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



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- 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