

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  
2025074402  
R0

Quotation No. : S20253172  
Old RFQ No. : N/A  
Date : Jul 16, 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 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	150.00 PAX	MEALS & SNACKS WITH ACCOMMODATION Menu: (BUFFET) AM Snacks: Sponge cake (signature), Juice Lunch: Rice, Fish Fillet, Chicken BBQ , Beef Steak, Fruits, Drinks PM Snacks: Chicken Empanada, Juice Drinks Dinner: Rice, Chicken Inasal, Pork Lechon, Kinilaw, Fruits, Drinks Breakfast (Next Day): Rice, Fried Egg, Fried Boneless Bangus, Chicken Longganisa, Hot drinks With Room Accommodation Venue  ACCOMMODATION: Triple Sharing or Quadruple Airconditioned Room with T&B (Single Beds) FUNCTION HALL: Fully Airconditioned Function Hall with no posts/obstruction in between, that can accommodate 150 pax Tables and chairs conducive for training-workshop activity With Soundsystem with at least 2 Microphones With wide space considering the COVID-19 minimum health protocols With complete facilities (comfort room, wash area) With space for skills demonstration and access to the beach area for water safety demonstrations Venue must be within Davao de Oro			
2	25.00 PAX	MEALS & SNACKS WITH ACCOMMODATION Inclusion: Menu: AM Snacks- Banana Cake, Juice Drinks Lunch-Rice,Chicken tereyaki, Sweet and sour meatball, Fish Tinola, Fruits, Drinks PM Snacks- Chicken Sandwich, Juice Dinner-Rice, Beef Afritada, Chicken Cordon Blue, Sinigan Fish, Fruits, Drinks Breakfast (Next Day): - Chicken Tocino, Boiled Egg, Longganisa Chicken, Hot drinks With Room Accommodation  ACCOMMODATION: Triple Sharing or Quadruple Airconditioned			



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Room with T&B (Single Beds)  
FUNCTION HALL:  
Fully Airconditioned Function Hall with no  
posts/obstruction in between, that can  
accommodate 150 pax  
Tables and chairs conducive for  
training-workshop activity  
With Soundsystem with at least 2 Microphones  
With wide space considering the COVID-19  
minimum health protocols With complete  
facilities (comfort room, wash area)  
With space for skills demonstration and access  
to the beach area for water safety  
demonstrations  
Venue must be within Davao de Oro

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

Green Procurement Terms and Conditions

**FOOD AND CATERING SERVICES**

1. The service supplier shall have it's own environmental policy, covering environtmental procurement , the reduction of waste and energy consumption, and water saving.
- 2.The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. For buffet, the supplier shall deliver catering service strictly without using any forms of single-use plastics like wrappings anf sachets, plastic stirrers, PET plastic bottles, etc.
4. The service supplier shall be responsible for the disposal of all solid wastes they generate during the provision of goodsand services and shall ensure that the venue is waste free upon leaving.
5. In cases where buffet service is not possible, the supplier shall deliver individual food packs using at least 50% biodegradable packing material with 2-in-1 spoon-fork. The use of styro foam as packing material is strictly not allowed. Food packing must bear the business name of the service supplier.

**TRAINING FACILITIES/ HOTELS/ V**

1. The service supplier shall have its own environmental policy, covering the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall ensure that indoor lighting is energy efficient.

**FOR USE DURING THE SKILLS DEMONSTRATION IN LINE WITH THE NATIONAL DISASTER RESILIENCE MONTH (NDRM), Provincial Disaster Risk Reduction Management**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱300,000.00**

OPENING DATE AND TIME OF BIDDING: **July 21, 2025 9:00 am**

Place of Delivery : **ON SITE**

Delivery Term : **On the Day of 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.

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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

☐ V.A.T.  
☐ Non - V.A.T.

PhilGEPS Registration No.:

T.I.N.

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS