

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

Quotation No. : C20211652

PR Number : 2103-1961

Date : April 08, 2021

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PURSUANT TO THE PERTINENT PROVISION OF REPUBLIC ACT NO. 9184 AND ITS IMPLEMENTING RULES AND REGULATIONS, PLEASE QUOTE YOUR UNIT, TOTAL AND GRAND/LOT PRICE OF THE ITEMS LISTED HEREUNDER, WHICH THE PROVINCE OF DAVAO DEL NORTE DESIRES TO PURCHASE. SHOULD THE BIDS AND AWARDS COMMITTEE FIND YOUR PRICE REASONABLE, RESPONSIVE AND LOWEST IN THE MARKET, YOU WILL BE OFFICIALLY NOTIFIED AS TO THE DATE OF DELIVERY. IN CASE THERE IS A FAILURE OF DELIVERY AND/OR LATE DELIVERIES, LIQUIDATED DAMAGES SHALL BE IMPOSED AND BE CHARGED AGAINST YOUR PRESENT OR FUTURE TRANSACTIONS. THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID, TO ANNUL THE BIDDING PROCESS, AND TO REJECT ALL BIDS ANY TIME PRIOR TO CONTRACT AWARD, WITHOUT THEREBY INCURRING ANY LIABILITY TO THE AFFECTED BIDDER/S.

Item No.	Qty./Unit	Item	Quotation	
			Unit Price	Total Amount
1	30 reams	Bond Paper (long), 70 gsm, highwhite	_____	_____
2	10 bot	Alcohol w/ dual moisturizer, 500mL	_____	_____
3	5 packs	Tissue Paper, 12 rolls/pck, 3ply	_____	_____
4	50 pcs	Folder (long, brown, good quality)	_____	_____

Remarks : **TERMS & CONDITIONS:**

*For Bond Papers:*

- 1. The supplier shall supply paper which is at least Elementary 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.*

*For Tissue 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.*

Purchase of Office Supplies for Office Use

Approved Budget for the Contract : P 10,000.00

PLACE OF DELIVERY : PGSO Warehouse

DATE OF OPENING OF CANVASS: April 15, 2021

TIME OF OPENING OF CANVASS: 09:00:00 AM

VERY TRULY YOURS,

**ENGR. GLENN A. OLANDRIA**  
 (Provincial Engineer)  
 BAC CHAIRPERSON

**SUPPLIERS MUST SPECIFY/INDICATE BRAND NAMES UPON QUOTATION**  
*Failure to specify, may be a ground for disqualification.*

**THE WINNING BIDDER SHALL BE REQUIRED TO SUBMIT A WARRANTY**  
**SECURITY/CERTIFICATE DURING DELIVERY OF THE ITEM.**

I HEREBY CERTIFY:

- 1) THE ABOVE PRICES OF THE ITEMS HEREIN DESCRIBED ARE CURRENT AND VALID FOR 120 DAYS FROM DATE OF THE OPENING OF CANVASS.
- 2) IN CASE THE PROVINCE OF DAVAO DEL NORTE WILL OFFICIALLY NOTIFY THAT THE ITEMS WILL BE PROCURED FROM MY/OUR ESTABLISHMENT, THE STOCKS ARE READILY AVAILABLE OFF-THE-SHELF.

NAME OF ESTABLISHMENT _____	
ADDRESS _____	
Please check whether VAT or Non-VAT	<input type="checkbox"/> V.A.T. <input type="checkbox"/> Non-V.A.T.
PhilGEPS Registration No.: _____	
T.I.N. No. _____	TEL./FAX No. : _____

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

CANVASS BY: \_\_\_\_\_

Signature Over Printed Name

\_\_\_\_\_  
POSITION

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\* \* \* GRAND/LOT PRICE : P \_\_\_\_\_

**Terms and Condition :**

The following documentary requirements shall be submitted together with the Price Quotation Form or Canvass as requisite for award:  
 a) Mayor's/Business Permit  
 b) PhilGEPS Registration Number

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