



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
**Regional Project Coordination Office 6**  
Parola, Iloilo City 5000, Iloilo  
(033 320-1012/3545 | rpco6@yahoo.com)

**July 8, 2022**

### **REQUEST FOR QUOTATION SHOPPING**

**INSTRUCTIONS:**

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the PRDP RPCO 6 BAC's official canvass form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the bidder's/supplier's own canvass form. (Please write legibly)
3. Any erasure or alternation in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. The **brand** name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Price quotation(s) submitted shall be valid **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – FIFTEEN (15) days after inspection and acceptance and shall be made through checks.
9. Sealed Quotation(s)/proposal(s) shall be submitted to the Office of the Procurement Unit RPCO 6, Operations Compound, Department of Agriculture Regional Field Office No. 6, Parola, Iloilo City. Online or electronic submission should be password protected and send to [rpco6procure@gmail.com](mailto:rpco6procure@gmail.com).
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: July 11, 2022, 5:00 PM**
12. Validity of stocks: 90 days
13. Delivery period: Within 15 days upon receipt of the signed P.O
14. Delivery point: DA PRDP-RPCO 6 Office, BPI Compound, Iloilo City
15. The period of submission of the following documents are as follows:

<b>Document</b>	<b>Submission Period*</b>	
Certified True copy of Valid <b>Mayor's/Business Permit</b>	Before the issuance of Notice of Award	At the option of the supplier, may be submitted <b>during</b> the submission of its quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)		
*Non-submission of any or all documentary requirements within 24 hours upon notice shall disqualify the lowest offer or from award and the BAC shall proceed to evaluate the next lower offer.		

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

**PR NO.:** RPCO6-2022-135      **EPC:** Php 81,958.00      **End-User:** PRDP RPCO 6  
**Solicitation No.:** PRDP-RPCO-006-GS-019-22

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with prosperous farmers and fisherfolk





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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Office Supplies</b>					
For the official use of PRDP RPCO 6 personnel					
6	Pcs	External Hard Drive 1 TB			
15	Pack	Tissue, 3 ply (12 rolls per pack)			
20	Ream	Bond paper, Premium Grade, Long			
10	Ream	Bond paper, Premium Grade, A4			
1	Ream	Bond Paper, Premium Grade, A3			
10	Pack	Triple (AAA) battery (2 pcs. Per pack)			
15	Roll	Double-sided Tape			
10	Pack	Glossy Photo Paper, Long 10's			
3	Pcs	Storage Box (155 liters)			
20	Piece	Doormat, cloth			
25	Pcs	Molar File folder Long			
20	Pack	Trash Bag (Medium) 22'x24" 10 bags/pack			
10	Pcs	Light bulb 13W LED			
10	Bot	Ink (Epson 664) Black			
15	Pack	Stick-on Note (0.5"x1.75/1.3x1.3x4.4 cm.			
12	Pcs	Pentel pen Black			
12	Pcs	Pentel pen Blue			
20	Box	Paper Clip (Gem type), regular, 100s per box			
10	Bot	Glue, All purpose, 300 gms min.			
8	Pcs	USB OTG Flash Drive			
8	Pcs	Power bank			
2	Box	Pencil mongol 2			
10	Box	Plastic Paper Fastener, Assorted colors (50 pcs. Per box)			
10	pcs	Sign pen 0.7			
<b>Total</b>					

FOR THE BIDS AND AWARDS COMMITTEE

**MICHELLE OLIPENDO**

GEPS Posted/DA Website/1 conspicuous place

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**INGEMAR G. BAUTISTA**  
 BAC Secretariat

Submission of RFQ	Signature over printed name
RFQ to be collected on	
RFQ to be submitted by supplier before deadline	

The DA RFO VI  
 Bids and Awards Committee  
 WESVIARC, Brgy. Buntatala  
 Jaro, Iloilo City

**SIR/MADAM:**

In connection with the above request, I/we submit our quotation indicated above. I/We have carefully read and fully understood the minimum requirements and agree to furnish and/or deliver in conformity with specifications any or all said articles described above within date stipulated herein

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Registered Name of Company

\_\_\_\_\_  
 Tax Identification No.

\_\_\_\_\_  
 Telephone number(s)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Date Accomplished

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