



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Regional Project Coordination Office 6  
Parola, Iloilo City 5000, Philippines  
rpco6@yahoo.com/ rpco6.prdp@gmail.com | (033) 320-1012 / 320-3545 | prdp.da.gov.ph  
Enabling Communities. Expanding Opportunities.

**December 5, 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 rpco6proc@gmail.com.
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: December 8, 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.:** RPCO6-2022-225

**EPC:** Php 50,000.00

**End-User:** PRDP RPCO 6

**Solicitation No.:** PRDP-RPCO-006-GS-057-22



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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 IREAP Component Staff					
20	Ream	Long Bond Paper			
22	Ream	Short Bond Paper			
22	Ream	A4 Bond Paper			
4	Pcs	Calculator			
17	Pcs	Correction tape			
15	Pcs	AA Battery, Long Lasting			
1	Pcs	Scotch Tape Dispenser, Good quality			
100	Pcs	Brown Long Envelope			
91	Pcs	Short Brown envelope			
10	Pcs	Plastic envelope with handle			
40	Pcs	Black ballpen			
25	Pcs	Black signpen			
100	Pcs	Folder, legal size			
25	Box	Facemask (50 pcs per box), good quality			
21	Pcs	Black Pentel Pen			
1	Pcs	Pencil Sharpener			
52	Pcs	Expanded Long Envelope			
10	Gallon	Alcohol with mosquito repellent			
40	Pcs	Clip binders (big)			
40	Pcs	Clip binders (Small)			
10	Pcs	Notepad (Large)			
10	Pcs	Ring Binders (size: 2 inches)			
1	Pcs	Puncher (good quality)			
12	Box	Paper clip (Small)			
8	Pcs.	Arch File Folder, Legal size			
<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