



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 signed P.O
14. Delivery point: DA PRDP I-BUILD 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 Mayor's/Business Permit	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 PhilGEPS Registration Number (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.:** RPCO6-2022-226 **EPC:** Php 129,837.00 **End-User:** PRDP RPCO 6

**Solicitation No.:** PRDP-RPCO-006-GS-060-22



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Office Supplies</b>					
26	box	Face Mask (surgical mask), good quality			
15	box	Vitamin C w/ A, E & zinc			
10	bottle	Spray Bottle Alcohol			
10	pack	Tissue, 3 Ply (12 rolls per pack)			
5	bottle spray	Disinfectant Spray			
30	ream	Bond Paper, Premium Grade, long			
25	ream	Bond Paper, Premium Grade, A4			
7	ream	Bond Paper, Premium Grade, A3			
14	pcs	Duck Tape			
5	bottle	Insecticide Spray			
35	pcs	Certificate Holder			
2	box	Hi-Techpoint V7 Grip Needlepoint Extra Fine 0.7mm, Blue			
2	box	Hi-Techpoint V7 Grip Needlepoint Extra Fine 0.7mm, Black			
10	pack	Specialty paper (a4)			
15	piece	Correction Tape, medium, disposable, 20 meters			
2	box	Retractable ballpoint pen, 0.5mm black			
2	box	Retractable ballpoint pen, 0.5mm blue			
18	piece	2022 Weekly Planner Calendar Notebook			
150	pcs	Glue stick, 12mm			
3	pcs	Glue Gun			
30	piece	Ring Binding Comb, 14.5 mm			
30	piece	Ring Binding Comb, 18 mm			
5	pack	Special Paper (LONG)			
20	pack	Stick-on Note (0.5"x1.75/1.3x1.3x4.4 cm.) asst			
20	pack	Stick-on Note 4.5x1.2cm/1.8x0.5 inches) asst			
10	box	Paper Clip (Gem type), regular, 100s per box			
10	box	Plastic Paper Fastener, Assorted colors (50 pcs. per box)			
5	bottle	Dishwashing Liquid, 250 ml min.			
30	roll	Double-sided Tape			



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30	roll	Transparent Tape, 1 inch			
30	roll	Masking Tape, 2 inches			
10	pack	Glossy Photo Paper, Long 10's			
15	piece	Doormat, cloth			
2	piece	Rubber Number Stamp (12digits)			
1	piece	Stamping Pad			
35	pack	Trash Bag (large) 10bags/pack			
2	pcs	Name Stamp			
5	box	Rubber Band			
200	pcs	Expanding Folder, Long,100's green			
3	box	Expanding Envelope, Long,100's			
2	pcs	walk meter			
5	pcs	Glue, all purpose, 300gms min			
8	pcs	Calculator fx-991 es			
1	pcs	Basic calculator			
10	box	Lead Pencil with Erase, 12's			
10	pcs	ID Badge			
10	pcs	Scissors			
3	pcs	extension cord 3meters			
2	pcs	storage box (155 liters)			
25	pcs	Double-sided Tape			
15	pcs	Record book 500 pages			
2	pcs	Dust Bin			
20	pcs	Permanent Pen Black			
20	pcs	Permanent Pen Blue			
10	pcs	Permanent Pen Red			
4	pcs	Puncher			
1	pcs	Paper cutter			
8	pcs	Stapler, No.35, Heavy duty w/ remover			
2	pcs	Tape dispenser			
15	roll	packing tapes 3"			
5	PCS	CORRECTION PEN WITH PLASTIC TIP			
40	pcs	STICK-RITE STICKER PAPER			
5	box	Binder clip (51 mm)			
6	box	Binder clip (41 mm)			
6	box	Binder clip (25 mm)			



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1	pack	carbon blue (100 sheets)			
1	pcs	cork board (900x1200mm)			
30	pcs	Plastic Envelope Expanding, transparent			
45	pack	Sign Here Sticky Notes (film index)			
30	pack	Index label Stickers Bookmark Category pagination Tags			
2	pcs	Received w/date stamp			
2	box	Ballpen Black, 50 pcs per box			
30	pcs	Ballpen, Blue			
<b>Total</b>					

FOR THE BIDS AND AWARDS COMMITTEE

**MICHELLE OLIPENDO**

GEPS Posted/DA Website/1 conspicuous place

**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



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**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