



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.

May 22, 2023

**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: May 29, 2023, 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-BPI Compound, PRDP-IREAP Office, Iloilo City
15. The period of submission of the following documents are as follows:

Document	Submission Period*	
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 during 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.: RPCO6-2023-133

EPC: Php 70,000.00

End-User: PRDP RPCO 6

Solicitation No.: PRDP-RPCO-006-G-019-23



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Office Supplies					
		Office Supplies to be utilized by the RPCO IREAP Component			
15	Ream	A4 bond paper			
15	Ream	Legal size, bond paper			
15	Ream	Short size, bond paper			
45	Box	Paper Fastener, plastic			
30	Roll	Bathroom tissue, 3 ply			
25	Ream	Special paper, hardbound, cream, legal size			
25	Ream	Special paper, hardbound, green, legal size			
15	Roll	Scotch tape, size: 1 inch, big			
100	Pcs	Special letter envelope, long size			
10	Roll	Double sided tape			
51	Pcs	Folder tabs/label tabs transparent			
15	Pcs	Correction tape			
3	Pcs	Extension cord, good quality, with usb port, can load 5 units of CP/Laptop			
5	Pcs	Travelling extension cord, good quality and handy with 4 sockets			
8	Roll	Duct tape, good quality			
8	Roll	Packing tape			
20	Box	Facemask, good quality, 50 pcs per box			
1	Pc	Telephone landline extension phone			
10	Ream	Sticker paper, Matte			
35	Pc	Double AA battery			
4	Pc	Stapler with staple remover, #4			



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6	Pc/pack	Garbage bag, big size (10 pcs per pack)			
1	Pc	Broom with dustpan			
30	Pc	Black, sign pen, 0.3			
40	Pc	Certificate holder, Legal size			
15	Pc	Arch File folder, legal size			
100	Pc	Folder, Legal size			
2	Pc	Cutter blade			
6	Pc	Highlighter, color: Yellow			
1	Pc	Digistamp with label			
5	Pc	Logbook,, 150 pages			
10	Pc	Vitamin D3, Soft gel, 1000-2000 IU, 600-800 pcs per bottle			

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	



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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