



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.

September 20, 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: September 25, 2023, 12:00 nn.**
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-IBUILD 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.: RPCO6-2023-239

EPC: Php 79,984.00

End-User: PRDP RPCO 6- IBUILD

Solicitation No.: PRDP-RPCO-006-G-028-23





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| QTY | UNIT | ITEM DESCRIPTION | OFFERED BRAND | UNIT PRICE | TOTAL PRICE |
|---------------------------------------|--------|---|---------------|------------|-------------|
| Procurement of Office Supplies | | | | | |
| 30 | ream | Bond Paper, Premium Grade, Long | | | |
| 20 | ream | Bond paper, Premium Grade, A4 | | | |
| 3 | ream | Bond Paper, Premium Grade, A3 | | | |
| 3 | ream | Copy & Laser, 10 gsm, short | | | |
| 1 | pcs | Basic Calculator | | | |
| 15 | box | Ballpen, black, box | | | |
| 9 | pack | Tissue, 3 Ply (12 rolls per pack) | | | |
| 20 | pcs | Correction tape, medium, disposable, 8m | | | |
| 3 | bottle | Air Freshner, spray | | | |
| 2 | pcs | Cutter, Big | | | |
| 2 | pcs | Cutter blade big, 10pcs | | | |
| 3 | bottle | Disinfectant Spray | | | |
| 15 | pcs | Doormat Cloth | | | |
| 30 | pcs | Double-sided tape 1" | | | |
| 2 | pack | Expanding Folder, long, 100's | | | |
| 1 | pack | Expanding Envelope, long, 100's brown | | | |
| 2 | pcs | Extension Chord 3meter | | | |
| 1 | pcs | USB Hubs, 4 ports | | | |
| 20 | box | Face mask (surgical mask), good quality | | | |
| 30 | pcs | Glue Stick, big | | | |
| 2 | pcs | Glue Gun | | | |
| 2 | box | Hi-Tecpoint V10 Grip 1.0mm, Blue | | | |
| 2 | box | Hi-Techpoint V10 Grip 1.0mm, Black | | | |
| 1 | box | Hi-Tecpoint V10 Grip(Retractable) 1.0mm, Blue | | | |
| 1 | box | Hi-Tecpoint V10 Grip(Retractable) 1.0mm, Black | | | |
| 15 | box | Lead Pencil with Eraser, 12's | | | |
| 40 | box | Paper Clip (gem type), regular , 100s per box | | | |
| 30 | box | Paper Clip (gem type), small size , 100s per box | | | |
| 45 | box | Plastic Paper Fastener, Assorted colors (50 pcs. per box) | | | |
| 2 | box | Permanent Pen Black,box | | | |
| 2 | box | Permanent Pen Blue | | | |
| 1 | box | Permanent Pen Red | | | |
| 4 | pcs | Puncher, Big | | | |
| 1 | pcs | Paper Cutter, 15x18 | | | |
| 6 | pcs | Ruler | | | |
| 10 | pcs | Record book, 300 pages | | | |
| 2 | pcs | Name stamp | | | |
| 5 | pcs | Number Stamp (12 digits) | | | |



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| | | | | | |
|--------------|--------|--|--|--|--|
| 10 | box | Rubber band | | | |
| 5 | pcs | Stamp pad, big | | | |
| 50 | pack | Stick-on Note,3x3 100's asst. color | | | |
| 30 | pack | Stick-on Note, 2x3 100's asst. color | | | |
| 60 | pack | Stylish Film Index Sign Here | | | |
| 4 | bottle | Stamping Ink | | | |
| 10 | pack | Scissors | | | |
| 10 | pcs | Stapler No. 35,heavy duty | | | |
| 3 | pcs | Tape Dispenser | | | |
| 5 | bottle | Spray Bottle | | | |
| 3 | box | Binder Clip, 1" 12's | | | |
| 3 | box | Binder Clip, 2" | | | |
| 3 | pcx | Glue Stick, 15g | | | |
| 1 | pcs | Laminator, A4 | | | |
| 50 | pcs | Scotch tape | | | |
| 5 | pack | Battery Double (A) | | | |
| 20 | pcs | Battery,CR2032 ,3 volts | | | |
| 20 | pcs | Molar box with cover | | | |
| 15 | pcs | plastic envelope with handle | | | |
| 5 | bottle | dishwashing liquid | | | |
| 30 | pcs | cartolina apple green | | | |
| 1 | pcs | Mop | | | |
| 1 | pcs | Broom, | | | |
| 2 | box | fine tect pen 0.5mm box 12's | | | |
| 1 | pcs | Dymo Letratag tabletop Label Marker LT100T | | | |
| 1 | pcs | HBW ATI Cutting Mat big as"x18" | | | |
| 2 | bottle | Mr. muscle Glas & Multi-Surface Cleaner, 500ml | | | |
| 2 | bottle | Baygon,500 ml | | | |
| 3 | bottle | Pledge | | | |
| 5 | pcs | Solid Air Freshener 170g, asst. scent | | | |
| | | | | | |
| Total | | | | | |

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO

GEPS Posted/DA Website/1 conspicuous place



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JOSEPH MARIO D. LLAMAS

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