



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 2, 2024

**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, Dormitory Building, Department of Agriculture- WESVIARC, Hamungaya, Buntatala, Jaro, 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 9, 2024, 12:00 nn.**
12. Validity of stocks: 90 days
13. Delivery period: within 30 days upon receipt of the signed P.O.
14. Delivery point: DA – WESVIARC, PRDP RPCO6 Office, Hamungaya, Jaro, 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.: 2024-0052TF **EPC:** Php 201,489.00 **End-User:** PRDP RPCO 6
Solicitation No.: PRDP-RPCO-006-G-14-24



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Office Supplies					
		Procurement of Office Supplies to be utilized by the RPCO6 (IREAP, IPLAN and IBUILD Component) for CY 2024			
115	ream	Bond Paper, Substance 20/70 gsm Long			
80	ream	Bond paper, Substance 20/70 gsm, A4			
3	ream	Bond Paper, Substance 20/70 gsm, A3			
8	bottle	Alcohol, ethyl, 330 ml , 70% in a bottle spray			
9	gal	Ethyl Alcohol, 70%, 1 gallon			
3	bottle	Liquid Hand Sanitizer, 500ml			
1	pcs	Calculator 991 ES			
15	box	Ballpen, black, box			
30	pack	Toilet Paper, 2 Ply (12 rolls in a pack)			
20	pcs	Correction tape, medium, disposable, 8m			
3	bottle	Air Freshener, spray, 320ml			
2	pcs	Cutter, Big			
10	pcs	Correction Fluid Pen-High Quality			
8	bottle	Disinfectant Spray, net weight:340g			
27	pcs	Double-sided tape 1"			
1	pack	Expanding Folder, long, 100's			
1	pack	Expanding Envelope, long, 100's brown			
1	pcs	Extension Cord 3meter, 4 gang			
1	pcs	USB Hubs, 4 ports			
15	pcs	Glue Stick, big (for glue gun)			
60	pc	Gel pen Blue, 0.5mm			
60	pc	Gel pen Black 0.5mm			
2	box	Retractable pen 1.0mm, Blue			
2	box	Retractable pen 1.0mm, Black			
84	pcs	Retractable Ball pen , 0.7mm, Blue			
84	pcs	Retractable Ball pen , 0.7mm, Black			
10	box	Retractable Gel Pen Red 0.5,12s			
12	box	Retractable Gel Pen Black 0.5,12s			
11	box	Lead Pencil with Eraser, 12's			
10	box	Paper Clip (gem type), regular , 100s per box, 60mm			
10	box	Paper Clip (gem type), small size , 100s per box, 60mm			
25	box	Plastic Paper Fastener, Assorted colors (50 pcs. per box)			
20	box	Plastic Paper Fastener, 8 1/2 long", 50 sets/box			
2	box	Permanent Pen Black, box			
5	pcs	Folder, plastic w/slider, white or clear, short size, 12pcs/pack			
4	pcs	Puncher, Big, heavy duty			
6	pcs	Ruler, metal,12"			
10	pcs	Record book, 300 pages			
7	pcs	Name stamp, personalized			



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8	box	Rubber band, No.18, 350g			
2	pcs	personalized office stamp			
45	pack	Stick-on Note,3x3 100's asst. color			
20	pack	Stick-on Note, 2x3 100's asst. color			
60	pack	Stylish Film Index Sign Here			
10	pack	Scissors, big, good quality			
5	pcs	Stapler No. 35, heavy duty			
10	box	Binder Clip, 1" 12's			
10	box	Binder Clip, 2" 23"s			
27	pc	Glue Stick, 15g			
0	pcs	Laminator, A4			
29	roll	Scotch tape, transparent, size:1 inch big			
18	pack	Battery Double (A)			
25	pcs	Battery, CR2032 ,3 volts			
9	pcs	plastic envelope with handle, Pushlock			
3	bottle	dishwashing liquid,250ml			
0	pcs	cartolina apple green			
2	bottle	Glass & Multi-Surface Cleaner, 500ml			
5	pcs	Solid Air Freshener 170g, asst. scent			
6	pcs	Air Freshener Gel Morning Scent			
15	pack	Photo Paper, High Quality, glossy, long, 250 gsm, 20pcs/pack			
15	pcs	Tape, Duct, 48mm. black/blue/gray			
11	pcs	Tape, Packaging, 48mm			
18	bottle	vitamins c with zinc, softgel,1000-2000 IU, 600-800 pcs per bottle or Vitamins D3			
1	pack	white folder, short			
8	pcs	Columnar Books, 12 columns			
1	pack	Carbon, blue, black			
1	pcs	Laser Measure			
1	set	Door Knob, good quality			
5	pcs	Storage Box, High impact resistant, 120L			
1	pcs	Measuring Wheel			
11	roll	Tape, Masking, 24mm			
15	pack	Sticker paper, Satin			
15	pack	Sticker paper, Matte			
2	pack	White regular folder for long size documents 100pcs/pack,			
20	pcs	Long Folder Green			
9	pc	File Box Long Storage File Box with Cover			
51	pc	Black, sign-pen, 0.3mm			
45	pc	Pressboard Long Folder			
9	pc	2024 Personalized Notebook Planner			
2	box	Black Permanent Marker Broad			
1	pcs	Pencil sharpener, tank type, heavy duty			
10	box	Staple wire 5000s #35			
2	bottle	Liquid Ink for Stamp			
2	pcs	Self-inking customized Stamp-Received			
2	pcs	Self-inking customized Stamp-Certified True Copy			



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1	pcs	Self-inking customized Stamp for CAF			
2	pcs	Dater Stamp			
1	pcs	Self-inking Customized Stamp for DPD Signature			
1	pcs	Self-Inking Customized Stamp for Accountant			
Total					

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO

GEPS Posted/DA Website/1 conspicuous place

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	





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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

