



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

October 22, 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](mailto:rpco6proc@gmail.com).
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: October 29, 2024, 12:00 pm.**
12. Validity of stocks: 90 days
13. Delivery period: Please see attached schedule.
14. Delivery point: DA WESVIARC, HAMUNGAYA, BUNTATALA, JARO, ILOILO CITY
15. The period of submission of the following documents are as follows:

Document	
Certified True copy of Valid <b>Mayor's/Business Permit</b>	The supplier must submit the 2 documents during the submission of quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
*Non-submission of any or all documentary requirements shall disqualify the lowest offer 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.:** 2024-1895 **EPC:** Php 176,960.00 **End-User:** PRDP RPCO 6  
**Solicitation No.:** PRDP-RPCO-006-SU-GS-10-24



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

QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>PROCUREMENT OF TRAINING KITS FOR THE CONDUCT OF MAINSTREAMING OF PRDP TOOLS AND INNOVATIONS TO THE DEPARTMENT OF AGRICULTURE (DA) REGULAR PERSONNEL</b>					
64	UNIT	128 GB USB 3.0 FLASH DRIVE with holder and PRDP LOGO			
128	pcs	Customized Tote Bag – Color: Black, with PRDP Logo			
128	pcs	Customized Notebook with PRDP Logo			
128	pcs	Customized Ballpen – color: Black with PRDP Logo			
64	Pcs	Lanyard with case with PRDP Logo			
64	pcs	Customized Jacket with PRDP Logo			
<b>Total</b>					

FOR THE BIDS AND AWARDS COMMITTEE

**MICHELLE R. OLIPENDO**  
 GEPS Posted/DA Website/1 conspicuous place

**JOSEPH MARIO D. LLAMAS**  
 Procurement Unit Head

Submission of RFQ	Signature over printed name
RFQ to be collected on	
RFQ to be submitted by supplier before deadline	



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

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