



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 12, 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: December 19, 2024, 12:00 pm.**
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 <b>Mayor's/Business Permit</b>	Should be submitted upon submission of Request for Quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
<b>Omnibus Sworn Statement</b>	

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.:** 2024-0162TF    **EPC:** Php 295,192.00

**End-User:** PRDP RPCO 6

**Solicitation No.:** PRDP-RPCO-006-G-32-24



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Office Supplies</b>					
		Procurement of office supplies for PRDP RPCO 6 Personnel use.			
		<b>Binder clips (12's per box)</b>			
20	box	color: black ; size: 15 mm			
21	box	color: black ; size: 19 mm			
10	box	color: black; size: 51 mm			
10	box	color: black; size: 41 mm			
10	box	color: black; size: 32 mm			
10	box	color: black; size:25 mm			
		<b>Alcohol</b>			
3	gal	70% ethyl alcohol, scented (1 gal)			
65	bot	Isopropyl alcohol- 70% (500 ml)			
		<b>Hand soap</b>			
11	Bot	500 ml; Pump bottle			
		<b>Dishwashing liquid with sponge</b>			
2	bot	780 ml			
		<b>Air Freshener</b>			
2	pc	Gel; 180 g morning scent			
2	bot	Spray; 275g morning scent			
		<b>Sticky notes</b>			
23	pad	size: 3x3 inches; 100 sheets per pad; Assorted colors			
10	pad	size: 4x6 inches; 100 sheets per pad; Assorted Colors			
		<b>Signature tabs</b>			
8	pack	With signature labels; assorted colors			
45	pack	Sign here sticky notes -125 sheets per pack			
		<b>Stapler</b>			
1	pc	Size: 133mm x 40mm x 60mm (LWH); Staples: No. 35 (26/6); Throat Depth: 47 mm; Load Capacity: 150 staples; Stapling Capacity: 2-30 sheets of 70 g/m2 paper			
6		50R			
		<b>Molar box</b>			
40	pc	File box with built in cover; Size: 15.5 (L) X 5.5 (W) X 11 (H)			
		<b>Expanding Folder</b>			
102	pc	Size: Legal, Color: Green			
		<b>Plastic envelope with handle</b>			
22	pc	Expandable ; Colored ; Size: 15.5" x 1.80" x 11"			
		<b>Ballpen</b>			
5	box	Retractable Gel Pen 0.5; Color: Black 12s			
4	box	Retractable Gel Pen 0.7; Color: Black 12s			
4	box	Retractable Gel Pen 0.7; Color: Blue 12s			
10	box	0.5 Ballpen - black (one (1) dozen per box)			



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		<b>Scotch tape</b>			
10	pc	<i>Clear; Size: 1"</i>			
		<b>Clip board</b>			
30	pc	<i>Size: Legal; Thick; Metal clip</i>			
		<b>Multi copy paper</b>			
75	box	<i>Size: A4; 80 GSM</i>			
60	box	<i>Size: 8 x 13 " ; 80 GSM</i>			
		<b>Pencil</b>			
13	box	<i>Sharpens to a fine, exact point; Pencil # 2 with black lead; 12's per box</i>			
75	pack	<i>Bathroom Tissue; roll; 2 plys ; 12's per pack</i>			
2	case	<i>Push pin, flat head type, assorted colors, 100s/case</i>			
12	pc	<i>Ring binding , comb 51 mm</i>			
12	pc	<i>Ring binding, comb 32 mm</i>			
12	pc	<i>Ring Binding , comb 12 mm</i>			
3	pc	<i>Folding Folio Cover Case with Clipboard for Long Notepad and Ultra Slim PU Leather</i>			
6	pc	<i>Heavy duty 2 hole puncher</i>			
7	pc	<i>Powerbank- 20,000 MAH</i>			
3	pack	<b>Medicine kit</b> <i>Inclusion: Medicine for headache, flu, and acid. Pain reliever, band aid (1 box), betadine (1 bottle) , small scissor, alcohol (spray), hot/cold compress , plaster, cotton balls, gloves (5 pairs), bandage 50 mm, Liniment oil</i>			
20	pc	<i>Plastic storage box- 155 L</i>			
10	pc	<i>Record book -500 pages</i>			
20	pc	<i>Columnar book -12 columns</i>			
20	pc	<i>Plastic sliding folder Short- White</i>			
4	pc	<i>Scissors - 8 1/2</i>			
15	pc	<i>Printer Ink 664 Black</i>			
6	pc	<i>Printer Ink 664 Cyan</i>			
6	pc	<i>Printer Ink 664 Yellow</i>			
6	pc	<i>Printer Ink 664 Magenta</i>			
20	pc	<i>Printer Ink 003 Black</i>			
10	pc	<i>Printer Ink 003 Cyan</i>			
10	pc	<i>Printer Ink 003 Yellow</i>			
10	pc	<i>Printer Ink 003 Magenta</i>			
15	pc	<i>Correction tape (5mmx8m)</i>			
5	pc	<i>Extension wire- 10 meters with 4 power socket</i>			
1	unit	<i>Extension Wheel 10 Meter Cord</i>			
3	box	<i>Marker (permanent)- Black (broad tip) 1 dozen per box</i>			
3	box	<i>Marker (permanent) - Blue (broad tip) 1 dozen per box</i>			
3	box	<i>Marker (permanent)- Red (broad tip) 1 dozen per box</i>			
65	pc	<i>Folder Long- White</i>			
13	pc	<i>Double sided tape 1"</i>			



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5	pc	Toilet Cleaner - 750 ml			
5	pc	Disinfectant spray 510g			
14	box	KN 95 Facemask			
3	pc	Scientific Calculator			
15	pack	AA Battery 4 pcs per pack			
15	pack	AAA Battery 4 pcs per pack			
1	pc	3-layer small rack (for Wifi and telephone)			
3	box	paper clips - 28mm			
3	box	paper clips - 33mm			
3	box	paper clips - 50mm			
2	pc	SD cards 100mb/s 265GB storage			
10	pc	64 GB Flash Drive - High Quality "			
1	pc	File Cabinet 275x 340x 260 mm ( color black & gray)			
1	pc	3 in 1 laser tape measure ruler LCD display			
8	pc	Clip Board with cover long			
30	pc	Certificate Holder with PVC long			
1	pc	Self Inking Date Stamp			
6	box	storage box with cover, size:11"x15 5/8"x11" (wxlxh)			
20	pcs	12"x13" clear transparent acrylic desk stand name plate holder double sided			
1	pcs	customized wood desk name plate (carve)			
1	pc	customized Acrylic Desk Name Plate ( 4.5m.m-4'x13')			
5	pc	Ballpen Holder color Black			
2	pc	Metal Tray Desk Organizer color black ( legal size , 3 layer)			
1	set	cup & saucer (material: ceramic; color: white) inclusion: 6 pcs			
20	roll	garbage bag (medium)			
<b>Total</b>					

FOR THE BIDS AND AWARDS COMMITTEE

**MICHELLE R. OLIPENDO**

GEPS Posted/DA Website/1 conspicuous place

**JOSEPH MARIO D. LLAMAS**

BAC Secretariat/Procurement Unit Head



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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