



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.

March 25, 2025

**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: April 2, 2025, 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 Office, 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	Should be submitted upon submission of Request for Quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)	
Omnibus Sworn Statement	

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.: 2025-0065SU **EPC:** Php 50,000.00
Solicitation No.: PRDP-RPCO-006-G-10-25-SU

End-User: PRDP RPCO 6 -IPLAN



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of semi expendable office equipment for IPLAN Component					
1	unit	Water Dispenser			
		<i>Bottom load water dispenser; Gross Dimensions (W x H x D): 358mm x 1120mm x 386mm ; Excellent heating and cooling performance; Fast Heating (85-90 degrees in 10 mins); Extra cold water (3-8 degrees)</i>			
1	unit	Binding machine			
		<i>No. of Holes: 24-Holes; Maximum Punching Capacity: 22 sheets; Maximum Binding Thickness: 450 sheets; Heavy Duty Binding Machine; Can Bind Short, A4, and Long size; With Adjustable Holes</i>			
1	unit	Paper shredder			
		<i>Sheet capacity: 8 sheets Bin capacity: 22L Shred size: 2 x 12 mm Shredding speed: 2.3m/min production</i>			
Total					

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

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