



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.: 2025-0067SU **EPC:** Php 150,000.00

End-User: PRDP RPCO 6 -IPLAN

Solicitation No.: PRDP-RPCO-006-G-12-25-SU





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.

QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of office supplies for office use of IPLAN Component					
5	pack	AA Battery 4 pcs per pack			
5	pack	AAA Battery 4pcs per pack			
10	pc	Arch Files			
20	box	Bondpaper, Size; A4; 80 gsm			
20	box	Bondpaper, Size; 8x13"; 80 gsm			
3	pc	Ballpen Holder Black			
3	box	Binder Clip -41mm			
3	box	Binder Clip -32mm			
3	box	Binder Clip -25mm			
20	pc	Correction tape, medium, disposable, 8m			
10	pc	Correction Pen 12 ml			
50	pc	certificate holder, A4			
30	pc	Clip board long size			
50	pc	Plastic envelope with handle; Expandable ; Colored ; Size: 15.5" x 1.80" x 11"			
2	box	Disposable Face Mask 3 ply (blue and white) 50s in a box			
10	gal	Ethyl Alcohol, 70%, 1 gallon			
1	box	Expanding Envelope, long, 100's brown			
20	pc	filing tabs stick notes size: 3.81x5.08x4 tabs sheets: 4 tabs x 6 sheets			
10	pc	Glue Stick, 15g			
5	box	Pencil no.2, box			
2	pc	Ruler, 12"			
5	pack	Stick-on Note,3x3 100's asst. color			
3	pc	Scissors, big, good quality			
2	pc	Stapler No. 35,heavy duty			
10	pack	Sticker paper, Satin			
10	pack	Sticker paper, Matte			
3	pc	Storage Box Transparent 25L			
10	pack	Sign Here sticky notes - 125 sheets per pack			
2	pc	Scotchtape Dispenser			
10	pc	Tape, Masking, 24mm			
20	pack	Toilet Paper, 2 Ply (12 rolls in a pack)			
1	pack	White regular folder for long size documents 100pcs/pack,			
2	pack	White Letter Envelope; Size: #10; Color: White; Packaging Size: 10 pcs per pack.			
20	pc	Acrylic Name Plate Holder 12" x 4"			
1	pc	Cork Board 24 x 36"			
1	pc	Paper Cutter 12" x 15" wood			
10	pc	Acrylic Tray Organizer Transparent L			
5	pc	Trash Bin with pedal press 10L white or beige			



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.

1	pc	<i>Foldable Trolley Push Cart Heavy Duty minimum of 600 kgs capacity</i>			
5	pc	<i>Laptop Stand Riser Aluminum</i>			
2	pc	<i>Scientific Calculator</i>			
1	pc	<i>12 digits Calculator</i>			
10	pc	<i>Staple remover</i>			
20	box	<i>Paper clip</i>			
		<i>Retractable ballpen .5</i>			
20	box	<i>Black</i>			
20	box	<i>Blue</i>			
5	pc	<i>Cellphone stand</i>			
1	pc	<i>Digital wall clock</i>			
20	box	<i>Fastener Size: 7cm; Color: Assorted; Packaging Size: 50 pcs per box</i>			
6	pc	<i>Laptop bag Pouch Bag Waterproof Thick Padding and Soft Lining for 16"</i>			
3	pc	<i>Megabox 155L with wheels, color: Gray/White/Black</i>			
2	pc	<i>Document tray (3 layers, steel)</i>			
10	pc	<i>Scotch tape 1"</i>			
20	pc	<i>Notebook planner (leather cover; color: black/navy blue)</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	



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.

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