



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.

**April 14, 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](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: April 21, 2025, 12:00 pm.**
12. Validity of stocks: 90 days
13. Delivery period: within 45 days upon receipt of the signed P.O.
14. Delivery point: DA New Building, Parola, 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.:** 2025-0072SU    **EPC:** Php 399,988.00  
**Solicitation No.:** PRDP-RPCO-006-G-20-25-SU

**End-User:** PRDP RPCO 6 -IBUILD, ISUPPORT



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Office supplies for office use of IBUILD And I-SUPPORT COMPONENT</b>					
15	bottle	Alcohol, ethyl, 330 ml , 70% in a bottle spray			
17	bottle	Air Freshener, spray, 320ml			
30	pack	AA Battery 4 pcs per pack			
30	pack	AAA Battery 4pcs per pack			
2	bottle	Automatic Air Freshener Spray Holder 1 CT, Battery-Operated for Refil, 10.2 oz			
15	pcs	Arch Files			
15	bottle	Automatic Air Freshener Spray Refill, 175g , Scented: sakura & Waterlily, Ocean Escape, Morning Freshness, clean linen, apple cinnamon, soft cotton, peony & berry bliss, clean freshness, elegant vanilla & oud wood, wild berries, romantic vanilla blossom			
20	box	Bondpaper, Size; A4; 80 gsm			
18	box	Bondpaper, Size; 8x13"; 80 gsm			
10	ream	Bondpaper, Size; A3; 80 gsm			
5	box	Black,sign-pen, 0.3mm,per box			
6	box	Black Permanent Marker Broad			
5	box	Black Permanent Marker Fine			
10	box	Ballpen, black, box			
10	box	Ballpen Holder Black			
20	box	Binder Clip -51mm,per dozen			
20	box	Binder Clip -41mm,per dozen			
20	box	Binder Clip -32mm, per dozen			
20	pc	Binder Clip -25mm, per dozen			
10	box	Binder Clip -15mm, per dozen			
1	pcs	Brown Envelop long, 100pcs/box			
1	pcs	broom			
10	pcs	car liquid air freshner, 7ml			
2	pcs	Car shampoo			
1	pcs	carbon 100's long, black			
1	pcs	carbon 100's long, blue			
40	bottle	Correction tape, medium, disposable, 8m			
5	pcs	Correction Pen 12 ml			
1	pcs	Cutter, Big			
150	gal	certificate holder, long			
100	pack	certificate holder, A4			
3	pack	Clear Folder short Green with slider, 10pcs/pack			
4	pcs	Clip board long size			
40	pack	Plastic envelope with handle; Expandable ; Colored ; Size: 15.5" x 1.80" x 11"			
10	pcs	Disinfectant Spray, net weight:340g			
5	box	Disposable Face Mask 3 ply (blue and white) 50s in a box			



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40	bottle	Double-sided tape 1"			
30	pc	Eraser dust free			
20	pc	Ethyl Alcohol, 70%, 1 gallon			
4	pcs	Expanding Folder, long, 100's			
3	bottle	Expanding Envelope, long, 100's brown			
4	bottle	Extension cord, 3 gang with usb port			
3	box	Extension Wheel 10 m Chord			
25	bottle	File box with built in cover; Size:15.5(L) x 5.5 (W) x 11 (H)			
15	bottle	Storage Box with lid for filing and organizing documents and accessories Size: 11" x 15 5/8" x11" (W x L x H)			
20	bottle	filing tabs stick notes size: 3.81x5.08x4 tabs sheets: 4 tabs x 6 sheets			
1	bottle	Felt Tip Pens Fine Point 0.4mm Black, 12pcs/box			
10	pcs	Hand Soap - 500ml			
60	pack	Highlighter, asst color			
25	box	Glue Stick, big (for glue gun)			
4	box	Gel pen Blue, 0.5mm, per box			
13	box	Gel pen Black 0.5mm, per box			
30	box	Glue Stick, 15g			
40	box	Glue, 130g			
20	pcs	Glue,473ml			
10	pcs	Isopropyl alcohol- 70% (500ml)			
20	box	KN 95 Facemask			
7	box	Liquid Hand Sanitizer, 500ml			
4	pcs	Marking ink refill 30ml, blue			
4	pcs	Marking ink refill 30ml, black			
4	box	Marking ink refill 30ml, red			
30	box	Molar box, without cover, green			
50	box	name tag holders, with chord			
4	pcs	Parchment paper, A4, natural white, 100pcs per pack, 85gsm			
25	pcs	Paper Clip (gem type), regular , 100s per box, 60mm			
20	pcs	Paper Clip (gem type), small size , 100s per box, 60mm			
70	pcs	Plastic Paper Fastener, Assorted colors (50 pcs. per box)			
15	box	Plastic Paper Fastener, 8 1/2 long", 50 sets/box			
1	pcs	Permanent Pen Black,box			
6	pcs	Puncher, Big,heavy duty			
30	pcs	Pencil no.2, box			
4	pack	Pencil sharpener, tank type, heavy duty			
2	pack	Retractable pen 1.0mm, Blue,box			
2	pack	Retractable pen 1.0mm, Black,box			
4	pack	Retractable Ball pen , 0.7mm, Blue			
5	pack	Retractable Ball pen , 0.7mm, Black			



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5	pcs	Retractable Gel Pen Black 0.5,12s			
6	box	Retractable Gel Pen Blue 0.5,12s			
2	box	Long Arm Stapler, Capacity: Approx 2-20 sheets			
20	pcs	Ruler, 12"			
35	box	Record book, 500 pages			
23	pack	Record book, tablet size			
4	pack	Receiving stamp			
3	pcs	Certified true copy stamp			
10	pack	Rubber band, No.18, 350g			
50	pcs	Scotch Tape 1"			
3	pcs	Signpen .4mm blue,box			
3	pcs	Signpen .4mm black, box			
10	roll	Special paper, 100's per pack, long, 200 gsm, pale cream, white			
20	pack	Stick-on Note,3x3 100's asst. color			
20	pack	Stick-on Note, 2x3 100's asst. color			
55	pack	Stylish Film Index Sign Here			
15	pcs	Scissors, big, good quality			
5	pcs	Stamp, (numberer 12 digits)			
1	pack	Stapler, heavy duty for 120 sheets			
11	box	Stapler No. 35,heavy duty			
1	box	Stapler No. 100, heavy duty			
5	box	Stapler wire, heavy duty, 23/13,1000 pcs			
5	box	Stapler wire, heavy duty, 23/10/1000 pcs			
5	box	Staple wire, heavy duty, 23/8/1000 pcs			
2	box	Stapler 360 Degree Rotable Heavy Duty			
45	box	Staple wire 5000s #35			
12	pack	Sticker paper, Satin			
11	pack	Sticker paper, Matte			
23	pcs	Storage Box, High impact resistant, 155L			
10	pcs	Storage Box Transparent 25L			
50	pack	Sign Here sticky notes - 125 sheets per pack			
30	pcs	Storage box with cover,size: 11"x15 5/8"x 11" (wxlxh)			
25	pcs	Steno notebook with spring 50-75 leaves			
7	pcs	Scotchtape Dispenser			
1	pcs	Measuring Wheel			
20	pcs	Tape, Masking, 24mm			
40	pack	Toilet Paper, 2 Ply (12 rolls in a pack)			
7	pack	White regular folder for long size documents 100pcs/pack,			
3	pack	White regular folder for short size documents, 100pcs/pack			
7	pack	White Letter Envelope; Size: #10; Color: White; Packaging Size: 10 pcs per pack.			
6	pcs	3 in 1 laser tape measure ruler LCD			
21	pack	tissue paper, pull up,4ply			



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7	pcs	Wastebasket, round, with cover			
15	pcs	multi-level mesh organizer,3 layer			
20	pcs	Acrylic Name Plate Holder 12" x 4"			
2	pcs	Cork Board 24 x 36"			
3	pcs	Trash Bin with pedal press 10L white or beige			
2	pcs	Foldable Trolley Push Cart Heavy Duty minimum of 600 kgs capacity			
13	pcs	8 in 1 computer cleaning kit			
<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

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  
Parola, 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

