



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office - Visayas
2nd Floor, Iloilo Sports Complex, Magsaysay Village
La Paz, Iloilo City 5000
psovisayas@gmail.com | (033) 326-2455 / 320-3545 | prdp.da.gov.ph
Enabling Communities. Expanding Opportunities.

April 8, 2025

REQUEST FOR QUOTATION (RFQ)
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 PSO VISAYAS 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/quotations.
5. Bid(s)/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. Bid(s)/quotation(s) submitted shall be valid for **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – THIRTY (30) days after inspection and acceptance and shall be made through checks.
9. Sealed Bid(s)/Quotation(s) shall be submitted to the **Office of the Procurement Unit PSO Visayas, 2nd Floor, Iloilo Sports Complex, Magsaysay Village, La Paz, Iloilo City**. Online or electronic submission should be sent to **psoprocurementvisayas2020@gmail.com**.
10. Awarding shall be done for the whole lot. Partial Bids/Quotations shall not be allowed.
11. **DEADLINE FOR SUBMISSION & RECEIPT OF BIDS/QUOTATIONS: April 15, 2025, 5:00 pm.**
12. Validity of stocks: 90 days
13. Delivery period: within 30 days upon receipt of the signed P.O.
14. Delivery point: **DA-PRDP PSO Visayas Office, 2nd Floor Iloilo Sports Complex, Magsaysay Village, La Paz, 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 (Red or Platinum)	
Certified True Copy of Certificate of Registration (BIR Tin)	
Duly filled up and notarized Affidavit of Bidder/Omnibus Sworn Statement	Should be submitted by the winning supplier prior to Award

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the Bid/Quotation is presumed that this offer is non-responsive.

PR NO.: 2025-0041 SU **EPC:** Php 249,988.00 **End-User:** DA-PRDP PSO Visayas Administrative Unit
Solicitation Number: PSO-VIS-GOODS-002-25-SU





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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Office Supplies for the use of DA-PRDP PSO Visayas, I-SUPPORT Component					
230	reams	Bond paper Long, 70GSM, S-20			
230	reams	Bond Paper A4, 70GSM, S-20			
125	reams	Bond Paper Short, 70GSM, S-20			
90	pcs	Expanding Folder, Long Size, Color Brown			
60	pcs	Expanding Folder, Long Size, Color Green			
60	pcs	Expanding Folder, Long Size, Color Orange			
60	pcs	Expanding Folder, Long Size, Color Pink			
60	pcs	Expanding Folder, Long Size, Color Blue			
60	pcs	Expanding Folder, Long Size, Color Yellow			
100	pcs	Folder, Long Size, Color White			
30	pcs	Folder, Short Size, Color White			
50	pcs	Expanding Envelope, Long Size, Color Blue			
50	pcs	Expanding Envelope, Long Size, Color Green			
50	pcs	Expanding Envelope, Long Size, Color Pink			
50	pcs	Expanding Envelope, Long Size, Color Red			
50	pcs	Expanding Envelope, Long Size, Color Yellow			
50	pcs	Brown Envelope, Long Size			
5	pcs	Plastic Folder, Long Size, Color Blue			
5	pcs	Plastic Folder, Long Size, Color Green			
5	pcs	Plastic Folder, Long Size, Color Purple			
5	pcs	Plastic Folder, Long Size, Color Red			
15	pcs	Plastic Folder, Long Size, Color White			
5	pcs	Plastic Folder, Long Size, Color Yellow			
15	pcs	Plastic Envelope, Long Size, Color White			
100	pcs	Pen, Ballpen, Color Black			
100	pcs	Pen, Ballpen, Color Blue			
12	pcs	Pen, Ballpen Hi-Techpoint V5 RT, Color Black			
3	pcs	Pen, Gel Pen, Color Black 0.7			
3	pcs	Pen, Gel Pen, Color Blue 0.7			
30	pcs	Pen, Gel Pen, Color Red 0.5			
140	pcs	Pen, Gel Pen, Color Black 0.5			
140	pcs	Pen, Gel Pen, Color Blue 0.5			
3	boxes	Permanent Marker, Broad Tip, Black (12 pcs)			
2	boxes	Permanent Marker, Fine Tip, Black (12 pcs)			
2	boxes	White Board Marker, Fine Tip, Black (12 pcs)			
1	box	White Board Marker, Fine Tip, Red (12 pcs)			
2	pcs	Whiteboard Eraser			
2	boxes	Pencil #2 (12 pcs)			
50	pcs	Correction Tape TM-168 5mm x 8m			
13	pcs	Scissors, Stainless Blade 3" minimum length, good quality for Medium Duty			
3	pcs	Cutter knife 18mm			
10	pcs	Cutter blade 18mm			
1	pc	Glue Gun, Big			



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Office Supplies for the use of DA-PRDP PSO Visayas, I-SUPPORT Component					
25	pcs	Glue Stick, All Purpose and Non Toxic			
10	boxes	Binder Clip, 1" Size (12 pcs)			
20	boxes	Binder Clip, ¾" Size (12 pcs)			
30	boxes	Paper clips (small size) 50gms			
20	boxes	Paper Clip, Jumbo Size 120gms			
12	pcs	Highlighters, color pastel, assorted			
6	pcs	Highlighters, color yellow green			
6	bottles	Elmer's Glue 130g			
6	rolls	Masking Tape 50m, 1"			
6	rolls	Masking Tape 50m, ¾"			
10	pcs	Mollar Box/ Magfile, Color Green			
12	boxes	Paper Fastener, Metal Rolled Edge Design, Sharp-free (50 sets)			
10	boxes	Paper Fastener 5507 Assorted 7cm 50s			
2	pcs	Paper Puncher 75A, Heavy Duty, 2 Hole			
10	pad	Line Colored Memo Pad, long size 100mm x 150mm			
10	pad	Line Colored Memo Pad, smallest size 76mm x 76mm			
30	pad	Sticky Notes 3in x 3in, 90 sheets			
20	pad	Sticky Notes 3in x 4in, 90 sheets			
5	packs	Sticker Paper, Glossy			
50	rolls	Transparent Tape, 1" x 50m			
32	rolls	Transparent Tape, 2" x 100m			
1	pc	Stamp Pad			
1	bottle	Stamp Pad Ink, Black 30ml			
1	bottle	Stamp Pad Ink, Violet 30ml			
1	pc	Stamp Pad with Date			
2	pcs	Stamp Received with Date			
3	pcs	Stapler HD-50 Heavy Duty			
15	boxes	Staple Wire, No. 35 (5000 pcs)			
35	pcs	Data File Storage Box with Cover, Hard Cardboard (approx. L15" x W11" x H11")			
4	boxes	Rubber Band Flat, 350g			
5	pcs	Power Extension Cable, 5-Meters, 4-Gang with Individual Switch			
10	pcs	Arch File for Long Size, Lever Type File Clip, Top Clip 3"			
3	pcs	Laptop Stand Aluminum Alloy Foldable			



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Office Supplies for the use of DA-PRDP PSO Visayas, I-SUPPORT Component					
3	sets	Desk Drawer Organizer			
3	sets	Pegboard Wall Organizer 56cm x 32cm			
1	pc	Document Tray, Multi-Layer (3 Layers), Metal, Heavy Duty			
1	pc	Luggage (for documents only) 50 x 36.5 cm (20 x 14.4 x 9.2 inc)			
1	pack	Transparent Binding Cover Acetate PVC Sheet 0.1 mm, A4, 100 sheets			
Total					

FOR THE BIDS AND AWARDS COMMITTEE

KELSIE G. ARCANGEL
GEPS Posted/PRDP Website/1 conspicuous place

JUVIRESA M. MECHA
Canvasser

ENGR. ROLAND L. TABOADA
BAC Secretariat/Procurement Unit Head

Submission of filled-up RFQ	Date & Time
RFQ to be collected on	
RFQ must be submitted by supplier and received before deadline	April 15, 2025, 5:00 pm

The PSO-Visayas Bids and Awards Committee
2nd Floor Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City

SIR/MADAM:

In connection with the above request, I/we submit our bid/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