



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.

June 16, 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: June 23, 2025, 12:00 pm.**
12. Validity of stocks: 90 days
13. Delivery period: within 30 days upon receipt of the signed PO
14. Delivery point: DA PRDP- RPCO 6 IREAP Office, 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)	
Certified True Copy of BIR Certificate of Registration	
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.: 2025-0063TF **EPC:** Php 207,000.00 **End-User:** PRDP RPCO 6-IREAP Component
Solicitation No.: PRDP-RPCO-006-G-15-25-AF2



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					
14	box	Permanent marker			
105	pcs	Signature tabs, assorted (with sign here)			
10	pack	Special paper, 8.5"x13" (color: pastel colors)			
8	pcs	Puncher, heavy duty			
19	pcs	Arch file, top clip vertical			
30	Pack	Scented wipes, 80-100 pcs. / pack			
14	Box	Face mask, 3 ply, 50pcs./box			
3	Pcs	Basket with handle, big			
15	Pack	Construction paper, assorted			
30	Pcs	Manila paper			
12	Pc	Tape dispenser			
55	Pcs	Certificate holder, legal size			
11	bottle	Hand soap, liquid, 450mL			
6	Pc	Pen holder / Organizer			
47	Pc	Highlighter, assorted color (neon & pastel colors)			
16	Pc	Record book, 300 pages			
15	Pcs	Glue, 240g			
55	Pc	Correction tape			
3	Pack	Laminating Film, 8.5x13"			
10	Pc	Scissors			



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.

4	Pc	Paper cutter, heavy duty			
79	Ream	Bond Paper, Substance 20/70 gsm A4			
92	Ream	Bond Paper, Substance 20/70 gsm Long			
12	Ream	Bond paper, Substance 20/70 gsm short			
9	Box	Pencil, No. 2			
28	Box	Retractable Gel pen, 0.5mm color: black/blue			
37	Box	Fastener			
71	Box	Staple wire, No.35			
10	Pc	Double-sided tape			
17	Box	Paper clips (small)			
23	Box	Paper clips (medium)			
20	Box	Binder clips (small)			
21	Box	Binder clips (medium)			
7	Pc	Staple Remover, plier type			
27	Pc	File Box Long Storage File Box with Cover			
2	Pc	Storage Box, High impact resistant, 120L			
40	Pc	White folder (long)			
20	Pc	Brown envelope (long)			
30	Pc	Plastic envelope with handle (long)			
17	Pack	Photopaper (long)			
60	Pc	Expanded folder (long), color: green/blue			
60	Pc	Brown Expanded envelope (long)			



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.

8	Set	Battery (AA)			
5	Pc	USB port adapter			
8	Pc	USB Hubs, 4 ports			
2	Pc	USB-C Hub 6in1			
10	Pc	Extension cord (light weight)			
23	Pack	Sticky notes			
24	Pcs	Folder with slide and Clear PVC Plastic on the Front Cover, 8.5"x11"			
300	Pcs	Long folder, white			
120	Pcs	Short folder, white			
35	Pcs	Tape, 1"			
6	Pcs	Stamp pad, big (purple)			
2	pack	Carbon paper, Blue			
2	Pcs	Name stamp, personalized			
3	Pc	Calculator, 12 digits			
1	Pc	Numbering stamp			
3	Pc	Stamp, Received			
7	Pc	Stapler with remover			
10	Box	Sign pen, 0.7 mm (Blue & Black)			
22	Pack	Toilet Paper, 2 Ply (12 rolls in a pack)			
10	Pc	Self-inking customized Stamp-Certified True Copy			
9	Bottle	Refill Ink for Self-inking Stamp, black			
36	Pc	USB, Flash drive, 2GB			



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.

5	Box	Fastener long stem			
8	Box	Retractable Ballpen (Black/Blue) 0.7 mm			
3	Box	Sign pen, 0.3 mm, black			
4	Box	Retractable Ballpen (Black/Blue) 0.5 mm			
1	bottle	Stick up padding glue (250g) red			
3	pack	Laminating film (long)			
2	pc	Projector Bag			
Total					

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO
GEPS Posted/DA Website/1 conspicuous place

JOSEPH MARIO D. LLAMAS
Procurement Unit Head/Bac Secretariat

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