



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
South Luzon (Luzon B) Project Support Office
2nd Floor, ITCAF Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

REQUEST FOR QUOTATION
World Bank (WB) Shopping

Date: November 24, 2020
Solicitation No. SH-033-20
Purchase Request No. 2020-039-OL

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to the Office of the PSO South Luzon, ITCAF Building 2nd floor, DA Compound, Elliptical Road, Diliman, Quezon City or email at sbacsec.southluzon@gmail.com on or before Dec. 2, 2020. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours,

PhilGEPS Posted
Date: _____

VILMA M. DIMACULANGAN
Chairperson, Special Bids and Awards Committee
(PRDP-PSO South Luzon)

Terms and Conditions:

- Specifications here in provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
- Bidders/Suppliers may submit alternate offer provided that the DA-PRDP SBAC's official canvass form shall be filled out with the offered brand/model (if applicable), unit price, and total price, signed properly, and attached together with the Bidder's/Supplier's own canvass form.
- Quotations may be submitted by letter, facsimile, or by electronic means.
- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
- Terms of Delivery: Seven (7) Working Days upon receipt of Purchase Order (P.O.)
- Place of Delivery: DA Compound, Elliptical Road, Diliman, Quezon City
- Terms of Payment: within Forty Five (45) Days upon completion of supporting documents
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
- In case of discrepancy between the total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Mandatory Requirements :**
 - Business/Mayors Permit
 - BIR Certificate of Registration
 - PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account with PhilGEPS Registration No.Failure to attach mandatory requirements shall result to automatic disqualification of proposal.

Note:

The following documentary requirements shall be required prior to payment:

Tax Clearance & Income Tax Return (ITR) or Certificate of No Tax Liability in lieu of the ITR

Signature over Printed Name
Canvasser

Registered Name of Company: _____
Tax Identification No. : _____
Company Address : _____
Contact No. : _____
Name of Authorized Representative: _____



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Date: November 24, 2020
Solicitation No. SH-033-20
Purchase Request No. 2020-039-01

Lot No.	Qty.	Unit	Purchaser's Specifications	Estimated Unit Cost in Php	Estimated Project Cost (EPC) in Php	Bidder's Specifications Specify brand and model (for Goods and IT Equipment)	Unit Cost	Total Cost
			Supply and Delivery of various office supplies to be used by PRDP PSO South Luzon Cluster		407,890.00			
	40	pack	BATTERY Dry Cell, AAA (4pcs/pack)	40.00	1,600.00			
	40	pack	BATTERY Dry Cell, AA (4pcs/pack)	70.00	2,800.00			
	6	piece	BROOM, Tambo	140.00	840.00			
1	10	piece	Mop Head, made of Rayon	150.00	1,500.00			
	2	piece	Mop Handle, Heavy Duty, Screw Type	160.00	320.00			
	2	piece	Dust Pan	50.00	100.00			
	10	bundle	Rags, all cotton (32pcs per/kilo/bundle)	60.00	600.00			
	80	piece	Correction Tape	15.00	1,200.00			
	40	pack	FILE TAB DIVIDER, A4 (colored bristol, 5 tabs/pack)	19.00	760.00			
	40	pack	FILE TAB DIVIDER, legal (colored bristol, 5 tabs/pack)	20.00	800.00			
	80	piece	Filing Box (for Procurement & Finance Documents)	400.00	32,000.00			
	5	pack	FOLDER, L-type, legal (plastic, 50pcs/pack)	325.00	1,625.00			
	2	box	FOLDER, pressboard (size: 240mm x 370mm, 100 pieces per box)	980.00	1,960.00			
	1	box	ENVELOPE,documentary, A4 (500pcs/box)	755.00	755.00			
	1	box	ENVELOPE,documentary, legal (500pcs/box)	1,050.00	1,050.00			
	1	box	ENVELOPE, expanding, legal (500pcs/box)	830.00	830.00			
	2	box	ENVELOPE, mailing, white, 70gsm (500pcs/box)	425.00	850.00			
	50	box	A4 Bond Paper (70gms, sub 20, 5 reams per box)	900.00	45,000.00			
	30	box	Long bond paper (70gms, sub 20, 5 reams per box)	1,100.00	33,000.00			
	10	bundle	LOOSELEAF COVER, legal (50sets/bundle)	895.00	8,950.00			
	50	box	PAPER CLIP, 33mm (vinyl, plastic coated)	9.00	450.00			
	50	box	PAPER CLIP, 50mm (vinyl, plastic coated)	19.50	975.00			
	5	piece	PENCIL SHARPENER (manual, single cutter head)	230.00	1,150.00			
	15	piece	PUNCHER,paper, heavy duty, with two hole guide	150.00	2,250.00			
	10	box	RUBBER BAND, 70mm min lay flat length (#18)	125.00	1,250.00			
	20	piece	SIGN PEN, black, liquid/gel ink 0.7mm needle tip	39.00	780.00			

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Procurement Form (Annex A)

2	200	piece	SIGN PEN, black, liquid/gel ink. 0.5mm needle tip	39.00	7,800.00		
	150	piece	SIGN PEN, blue, liquid/gel ink. 0.5mm needle tip	39.00	5,850.00		
	30	piece	SIGN PEN, blue, liquid ink. 1.0mm needle tip	80.00	2,400.00		
	30	piece	SIGN PEN, black, liquid ink. 1.0mm needle tip	80.00	2,400.00		
	50	box	STAPLE WIRE, standard	26.00	1,300.00		
	50	box	Sticky Flag Arrow "Sign" (50flags/box)	210.00	10,500.00		
	10	roll	TAPE, packaging, width: 48mm	23.00	230.00		
	50	roll	TAPE, transparent, width: 24mm	12.50	625.00		
	30	roll	TAPE, transparent, width: 48mm	23.00	690.00		
	15	roll	TAPE, masking, width: 48mm	120.00	1,800.00		
	10	piece	Toner Cartridge, HP CF283A (HP83A) Laserjet Black	4,000.00	40,000.00		
	20	bottle	Cartridge Ink, HP GT53 Black (90mL)	400.00	8,000.00		
	20	bottle	Cartridge Ink, HP GT52 Magenta (70mL)	400.00	8,000.00		
	20	bottle	Cartridge Ink, HP GT52 Cyan (70mL)	400.00	8,000.00		
	20	bottle	Cartridge Ink, HP GT52 Yellow (70mL)	400.00	8,000.00		
	30	bottle	Color Inkjet No. 644 MAGENTA (Should be compatible with Epson L565 & L120)	400.00	12,000.00		
	30	bottle	Color Inkjet No. 644 CYAN (Should be compatible with Epson L565&L120)	400.00	12,000.00		
	30	bottle	Color Inkjet No. 644 YELLOW (Should be compatible with Epson L565&L120)	400.00	12,000.00		
	30	bottle	Color Inkjet No. 644 BLACK (Should be compatible with Epson L565&L120)	400.00	12,000.00		
	15	piece	Cartridge Ink, Canon PGI-35 Black	850.00	12,750.00		
15	piece	Cartridge Ink, Canon CLI-36 Color	850.00	12,750.00			
6	piece	Portable Solid State Drive, 1TB(for GGU & IBUILD)	8,400.00	50,400.00			
10	piece	External Hard Drive,1TB	3,500.00	35,000.00			
		Please see attached detailed specification/description.					
		TOTAL					

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OFFICE: **Administrative Unit**
 PURPOSE: **Supply and Delivery of various office supplies to be used by PRDP PSO South Luzon Cluster**
IMPORTANT :The Supplier/Bidder have carefully read and fully understood the terms and conditions, minimum requirements and agree to furnish and/or deliver in conformity with specifications any or all said articles described above within delivery period from receipt of Purchase Order/Work Order.

The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Work Order (W.O.) at 2nd Floor, ITCAF Bldg, DA Compound, Elliptical Road, Diliman, Quezon City.

Chesa D. Abellera
 Signature over Printed Name
 Associate Procurement Officer

Name & signature of Authorized Representative: _____
 Date Accomplished: _____
 Registered Name of Company: _____