



Republic of the Philippines  
Department of Agriculture  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
National Project Coordination Office  
4th Floor, DA Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

### REQUEST FOR QUOTATION

World Bank (WB) Shopping

Date: 4/5/2024  
Solicitation No. SH-026-2024  
PRAS No. 2024-049

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 PRDP NPCO Procurement Unit/SBAC Secretariat, at the 4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City or email at [prdpbacsec@gmail.com](mailto:prdpbacsec@gmail.com) on or before April 12, 2024 at 10PM. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 8928-8751 local 2878.

Very truly yours,

Hans Garcia  
PhilGEPS Posted  
Date: \_\_\_\_\_

ASEC. PAZ U. BENAVIDEZ II  
Vice-Chairperson, Special Bids and Awards Committee

#### 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 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
- Quotation validity shall not be less than: Thirty (30) days
- Terms of Delivery: April 30, 2024
- Place of Delivery: PRDP-NPCO 4th Floor, DA Building, Elliptical Road, Diliman
- Terms of Payment: Within 30 working days upon completion of delivery /Service and receipt of SOA/Billing Statement/ Invoice/DR
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.

#### Mandatory Requirements

- Mayor's Permit
- BIR Certificate of Registration
- PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account
- Notarized/Unnotarized Affidavit of Undertaking (notarized affidavit of undertaking shall be submitted after award of contract and prior to payment)

Failure to attach mandatory requirements could be basis for non - compliance.

\_\_\_\_\_  
Signature over Printed Name  
Canvasser

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



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Annex "A"

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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
	2	ream	Board Paper (A4)	3,500.00	7,000.00			
	200	Sheet	Parchment Paper (A4)	6.00	1,200.00			
	90	pcs	Certificate Holder (A4)	75.00	6,750.00			
	90	pcs	ID holder case with lace	20.00	1,800.00			
	3	ream	Bond Paper A4	280.00	840.00			
	150	pcs	Manila Paper	18.00	2,700.00			
	20	pad	Post It (assorted color) 3"x5"	108.00	2,160.00			
	4	ream	Meta card (4 light color)	350.00	1,400.00			
	3	ream	Construction Paper/Colored paper (variation of colors)	325.00	975.00			
	2	box	Permanent Marker (Black-Broad Tip)	440.00	880.00			
	2	box	Permanent Marker (Blue - Broad Tip)	440.00	880.00			
	2	box	Permanent Marker (Red - Broad Tip)	440.00	880.00			
	2	box	Permanent Marker (Green - Broad Tip)	440.00	880.00			
	2	box	Permanent Marker (Black - Narrow Tip)	440.00	880.00			
	2	box	Permanent Marker (Blue - Narrow Tip)	440.00	880.00			
	2	box	Permanent Marker (Red - Narrow Tip)	440.00	880.00			
	2	box	Permanent Marker (Green - Narrow Tip)	440.00	880.00			
	18	box	White Board Marker	315.00	5,670.00			
	12	pcs	White Board Eraser	30.00	360.00			
	12	pcs	Glue	90.00	1,080.00			
	12	box	Crayons	69.00	828.00			
	20	pcs	Paper Masking Tape (1")	80.00	1,600.00			
	10	pcs	Paper Masking Tape (2")	150.00	1,500.00			
	90	pcs	Notebook	30.00	2,700.00			
	8	box	Ball Pen	200.00	1,600.00			
	45	sheet	Sticker Paper	6.00	270.00			
	12	cart	Printer Ink for Canon IP110 (black and colored)	1,440.00	17,280.00			
	14	pcs	Scissor	150.00	2,100.00			
	12	pc	Stapler	200.00	2,400.00			
	14	box	Staple wire	35.00	490.00			
	6	Box	Storage Box (50 L)	800.00	4,800.00			
	12	pcs	Correction tape	150.00	1,800.00			
	90	pcs	Eco Training Canvass Bag	90.00	8,100.00			
			*****Page 1 of 1 *****	<b>Grand Total</b>	<b>84,443.00</b>			

OFFICE: **PRDP-NPCO**

PURPOSE: **Training Kit/ Workshop Materials on Conflict Sensitivity and Peace Promotion (CSPP) Training- Batch 2 :**

**IMPORTANT : The Supplier/Bidder 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 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 4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City.**

  
**HEIDELBERG GARCIA**  
 Signature over Printed Name  
 Associate Procurement Officer

Name & signature of Authorized Representative: \_\_\_\_\_  
 Date Accomplished: \_\_\_\_\_  
 Registered Name of Company: \_\_\_\_\_