



Republic of the Philippines
 Department of Agriculture
 PHILIPPINE RURAL DEVELOPMENT PROJECT
 South Luzon (Luzon B) Project Support Office
 RMIC Building, BPI Compound, Visayas Avenue
 Quezon City 1100, Philippines

REQUEST FOR QUOTATION

World Bank (WB) Shopping

Date: June 7, 2024
 Solicitation No. SH-0022-24
 Purchase Request No. 2024-025

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 Special Bids and Awards Committee (SBAC) Secretariat 3rd Floor (PRDP-South Luzon-Procurement Unit) RMIC Building, BPI Compound, Visayas Avenue, Quezon City or email at sbacsec.southluzon@gmail.com on or before JUNE 21, 2024 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours,

REDELIZA M. RUEZO

Chairperson, Special Bids and Awards Committee
 (PRDP-PSO South Luzon)

PhilGEPS Posted
 Date: _____

Terms and Conditions:

1. Specifications here in provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
2. 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.
3. Quotations may be submitted by letter, facsimile, or by electronic means.
4. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
5. Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
6. Terms of Delivery: Seven (7) Working Days upon acceptance of Notice to Proceed (NTP)
7. Place of Delivery: RMIC Building, BPI Compound, Visayas Avenue, Quezon City
8. Terms of Payment: within Forty Five (45) Days upon completion of supporting documents
9. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
10. 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.
11. Mandatory Requirements :
 - a) Business/Mayors Permit
 - b) BIR Certificate of Registration
 - c) PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account with PhilGEPS Registration No.
 - d) Notarized Affidavit of Undertaking

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

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

 Signature over Printed Name
 Canvasser



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Date June 10, 2024
 Solicitation No. SH-0022-24
 Purchase Request No. 2024-025

Lot No.	Qty.	Unit	Particulars	Estimated Unit Cost	Estimated Project Cost (EPC)	Bidder's Specifications	Unit Cost	Total Cost
	20	pack	Expanding Long Brown Envelope (10's)	169.00	3,380.00			
	10	pack	Expanding Long Folder (10's)	185.00	1,850.00			
	40	pc	Correction Tape, 16m	12.00	480.00			
	2	pack	Laminating Film (Roll, 330mm x 100m, 125 microns)	2,045.00	4,090.00			
	20	pc	Plastic Expandable Envelope with Divider (Long, Assorted Color)	60.00	1,200.00			
	6	pc	Archfile Long 3" thick 2-ring Binder Slide	125.00	750.00			
	50	pack	Post-It Sticky Notes 2x2 (100's)	15.00	750.00			
	50	pack	Post-It Sticky Notes 4x4 (100's)	20.00	1,000.00			
	34	box	A4 Bond Paper (80gms, subs 20, 5 reams per box)	1,050.00	35,700.00			
	5	pack	Oslo Paper (100gsm, 250 sheets)	215.00	1,075.00			
	10	pack	Parchment Paper (A4 80gsm, 10's)	60.00	600.00			
	10	pack	Photo Paper (A4, 260gsm, glossy, 10's)	202.00	2,020.00			
	30	box	Legal Size Bond Paper (70gsm, 5 reams per box)	1,200.00	36,000.00			
	100	box	Sticky Notes Arrow "PLEASE SIGN" Film Index 5in1	45.00	4,500.00			
	100	meters	Speaker Wire (Black & Red Combination)	10.00	1,000.00			
	6	bundle	Loose Leaf (Long)	600.00	3,600.00			
	20	pack	Highlighter (6's Color Yellow)	207.00	4,140.00			
	20	pc	Glue Stick, All Purpose 22mg	60.00	1,200.00			
	25	box	Ballpen Blue (12's per box)	85.00	2,125.00			
	10	box	Ballpen Black (12's per box)	85.00	850.00			
	6	box	Blue Gel Ink Roller Ballpen / Retractable 10's (0.7mm line, 1mm ball)	1,330.00	7,980.00			
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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 RMIC Building, BPI Compound, Visayas Avenue, Quezon City.

Dandy I. Pedrita

Signature over Printed Name

Associate Procurement Officer

Name & signature of Authorized Representative: _____

Date Accomplished: _____

Registered Name of Company: _____



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Lot No.	Qty.	Unit	Particulars	Estimated Unit Cost	Estimated Project Cost (EPC)	Bidder's Specifications	Unit Cost	Total Cost
	15	box	SIGN PEN, (Blue 12's per box)	275.00	4,125.00			
	15	box	SIGN PEN (Black 12's per box)	275.00	4,125.00			
	40	box	BINDER CLIPS 2"	63.00	2,520.00			
	40	box	BINDER CLIPS 1"	29.00	1,160.00			
	45	box	BINDER CLIPS 3/4"	20.00	900.00			
	15	pack	Anti Bacterial Dishwashing Concentrate Liquid Soap (Refill) 420ml	120.00	1,800.00			
	20	pack	Scrub Sponge Heavy Duty	25.00	500.00			
	4	pc	Floor Mop (Made of Rayon)	120.00	480.00			
	4	pc	Broom Walis Tambo	145.00	580.00			
	4	pc	Dust Pan	120.00	480.00			
	6	Bottle	Toilet Cleaner (Quick Acting Bleach 1L)	235.00	1,410.00			
	20	pack	Garbage Bag (Heavy Duty Black Large Size) 100pcs per pack	125.00	2,500.00			
	100	pc	RAGS, All Cotton (100pcs)	10.00	1,000.00			
	20	pack	Interfolded Paper Towel (1 ply, 150 pulls, 3's)	175.00	3,500.00			
	15	pack	Tissue Paper (3 ply eco-friendly roll bathroom tissue 10's)	250.00	3,750.00			
	5	pc	Heavy Duty Puncher	155.00	775.00			
	10	pc	Heavy Duty Stapler with remover	150.00	1,500.00			
	20	box	Staple Wire No. 35	35.00	700.00			
	10	box	AAA Battery 1.5v (10 packs per box)	415.00	4,150.00			
	10	box	AA Battery 1.5v (10 packs per box)	400.00	4,000.00			
	30	pc	Steno Notebook (60 leaves)	33.00	990.00			
	10	pc	USB (64GB)	510.00	5,100.00			
	6	bottle	Alcohol 70% Solution (1 Gallon)	515.00	3,090.00			
	2	bottle	Insect Spray (1000ml)	363.50	727.00			
	55	bottle	EPSON Ink 003 65ml (Black)	325.00	17,875.00			
	55	bottle	EPSON Ink 664 65ml (Black)	325.00	17,875.00			
<i>Page 2 of 2</i>								
Estimated Project Cost :					199,902.00			

OFFICE: **Administrative Unit**

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Dandy Il Pedrita

Signature over Printed Name
 Associate Procurement Officer

Name & signature of Authorized Representative:

Date Accomplished:

Registered Name of Company:

