



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

DATE: 06/23/2023

REQUEST FOR QUOTATION

Solicitation No.2023-101-57

I. MANDATORY REQUIREMENTS

1. Submission of documentary requirements:
 - ✓ Mayor's /Business Permit for CY 2022 and the Official Receipt as proof of Renewal for CY 2023
 - ✓Certificate of PhilGEPS Registration
 - ✓Omnibus Sworn Statement
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price and total price as well as sub-total and grand total (if applicable)** and **affix their signature over printed name indicated in the lower portion of this form.**
3. Please **write legibly.**

II. INSTRUCTIONS:

1. **Open/mailed canvass shall be considered by the BAC.** The Bidders/Suppliers shall reflect on the envelope the RFQ Number and the PR No., the BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.
3. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
4. Price quotation(s) submitted shall be valid for a period of ONE HUNDRED TWENTY (120) days reckoned from the deadline for submission of quotations as reflected in this form.
5. Terms of Payment: **Thirty (30) days from deliver of item(s).**
6. Quotation(s)/Proposal(s) shall be submitted at the Office of the Procurement Unit, Annex Bldg., Bureau of Agricultural Research, Elliptical Road, Diliman, Quezon City.
7. Awarding shall be done by **LOT.**
8. **DEADLINE FOR SUBMISSION OF BIDS: June 30 2023 at 5:00 PM.**
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the DA-BAC shall employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Delivery terms and/or Installation Period: 15 days .**
11. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 thereof is/are committed without prejudice for forfeiture of performance security.
12. The Bureau of Agricultural Research reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:

Bureau of Agricultural Research does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Director or the National Bureau of Investigation (NBI) for entrapment and proper investigation.

☎ (02) 8461 2800 | 8461 2900

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✉ r4d@bar.gov.ph

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PR No. 2023-06-192, 05-170, 05-171

ABC: PHP 256,370.00

End-User: PROPERTY AND SUPPLY SECTION, OAD, OD

Mode of Procurement: SHOPPING

Item NO.	Qty.	Unit	ITEM/DESCRIPTION	CEILING PRICE PER Item (PhP)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)	OFFERED ITEM
			PURCHASE OF BAR OFFICE SUPPLIES 3rd QUARTER				
1.	10	Pieces	Calculator, compact, 12 digits	3,000.00			
2.	124	Box	Clip Backfold, all metal, clamping: 32mm	3,100.00			
3.	113	Pc	Correction tape, 8 meters	2,260.00			
4.	62	Box	Paper Clip, vinyl/plastic coated, 33mm	620.00			
5.	25	Bottle	Stamp Pad Ink, 50ml	750.00			
6.	10	Box	Envelope, expanding kraftboard, 100pcs/box	13,000.00			
7.	92	Pc	Notebook, stenographer, spiral 80 leaves	1,840.00			
8.	128	Pad	Notepad, stick-on, 3x4, 100 sheets per pad	3,840.00			
9.	123	Pad	Notepad, stick-on, 3x3, 100 sheets per pad	3,075.00			
10.	128	Pad	Notepad, stick-on, 2x3, 100 sheets per pad	2,560.00			
11.	326	Ream	Paper Multicopy, A4, 80gsm	58,680.00			
12.	260	Ream	Paper Multicopy, Legal, 80gsm	52,000.00			

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13.	84	Pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	2,100.00			
14.	44	Pc	Clearbook, 20 transparent pocket, A4	1,540.00			
15.	44	Pc	Clearbook, 20 transparent pocket, Legal	1,760.00			
16.	320	Bottle	Liquid Hand Soap, 500mL	24,000.00			
17.	40	Pc	Light Bulb, LED (6W)	3,200.00			
18.	247	Pc	SIGN PEN, Black, liquid or gel	6,175.00			
19.	166	Pc	SIGN PEN, Red, liquid or gel	4,150.00			
20.	104	Pc	Ball Pen, red	520.00			
21.	106	Can	Insecticide, aerosol, waterbase, 600ml-750ml	17,940.00			
22.	90	Pack	Toilet Tissue paper, 2-ply 12rolls/pack	8,100.00			
23.	16	Box	Pencil lead/graphite, with eraser, one (1) dozen per box	640.00			
24.	1	Pc	ELECTRIC FAN, wall mount, 16"	1,500.00			
25.	70	Bottle	Hand Sanitizer, 500ml	5,950.00			
26.	4	Bottle	Ink, Epson 001 Black	1,680.00			
27.	4	Bottle	Ink, Epson 001, Cyan	1,120.00			
28.	4	Bottle	Ink, Epson 001, Magenta	1,120.00			
29.	4	Bottle	Ink, Epson 001, Yellow	1,120.00			



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30.	6	Cart	TONER CARTRIDGE, HP CE285A (HP85A), Black	17,700.00			
31.	2	Bottle	BROTHER INK BT 6000BK	780.00			
32.	2	Pc	Stationary Office Tray/File Tray File, Document, Paper Organizer Material: Plastic Shape: Rectangular (fits A4 and Legal papers)	1,000.00			
33.	2	Pc	Extension cord (6gang) with individual switch 5-6 meters	3,000.00			
34.			Document/diploma/certificate Frame (13" x 8.5") (3 pc) Document/diploma/certificate Frame (11" x 8.5") (10 pc) Document/diploma/certificate Frame (A4) (10 pc) Universal outlet 6 gang extension cord with switch (5 or 6 meters) (3 pc) steel clothing rack with roller (1 meter) (1 pc) plastic plant pots (12" diameter) (10 pc) plastic plant pots (10" diameter) (10 pc)	7,000.00			
TOTAL AMOUNT				PHP256,370.00			
TOTAL AMOUNT							

Original signed
JUDITH A. MAGHANOY
 Head, Procurement Unit



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DA Bids and Awards Committee (BAC)
Elliptical Road, Diliman, Quezon City

SIR/MADAM:

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/ attached thereto.

_____ Signature Over Printed Name	_____ Company Name	_____ PhilGEPS Registration Number
_____ Contact Number(s)	_____ Office Address	_____ Email Address of the Bidder (Optional)
_____ TIN number		

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

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