



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

DATE: 09/12/2023

REQUEST FOR QUOTATION

Solicitation No.2023-101-87

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: September 19 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.

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PR No. 2023-06-205, 06-187, 08-292, 09-330

ABC: PHP312,000.00

End-User: PMU, PROCUREMENT, BUDGET,OAD

Mode of Procurement: SMALL VALUE

Item NO.	Qty.	Unit	ITEM/DESCRIPTION	CEILING PRICE PER Item (PhP)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)	OFFERED ITEM
			FOR THE DA-BAR OFFICE RENOVATION				
			LOT No. 1				
1.	1	UNIT	Executive Office Chair (Hi-Back with Head Rest; Material a combination of mesh and fabric for extra comfort, Metal and PU nylon armrest, Aluminum base, Adjustable seat height, With tilt mechanism, 360-degree swivel function)	7,000.00			
2.	1	UNIT	Executive Table Table dimension: W160cm x D80cm x H75cm Materials: MFC Table & legs, w/ side cabinet, & Fixed Pedestal Dimension: Long Drawer - W80 x D40 x H62 cm Short Drawer - W40 x D40 x H62 cm Color: Black	20,000.00			
3.	1	Pcs	2023-09-330 Executive Office Table color: maroon with 3 drawers on side, center drawer with lock dimensions: 180 cm (L) x 80 cm (W) x 78 cm (H)	15,000.00			
4.	6	UNIT	Office Cubicles Staff Standard Office Workstation: Staff side by side cubicle w/ desk -Individual Station Dimensions: 124 x 60cm x 110 cm	81,000.00			

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			Overall Height: 110 cm, inclusive of the partition -Materials Partition: 30mm aluminum alloy frame, glass + melamine partition, with wire chanel under the partition				
5.	6	UNIT	Mobile Pedestal (Black) Materials: all metal construction with plastic molded top, nylon slide for all drawers, caster - 55mm, gauge - 0.9mm or gauge 20 Accessories: pencil tray and file divider, flush handle, central locking system, 2 small drawers, 1 big drawer	25,800.00			
6.	1	Pc	2023-09-330 Lateral File Cabinet 3-drawer lateral filing cabinet with anti-tilt lock mechanism with steel handle lock color: gray	15,000.00			
7.	2	UNIT	Filing Cabinet (3-Drawer Lateral Filing Cabinet with Anti-Tilt Lock Mechanism/ KD, With Steel Handle Lock, Color: Gray, Dimensions: 90(W)x103(H)x45(D)cm, Weight: 52kgs) (2 unit)	23,600.00			
8.	1	Pc	2023-09-330 Closet Cabinet 2 door steel all metal body full-width hanger rod for storing clothes color: beige or gray dimensions: 235 cm (H) x 90 cm (W) x 51 cm (L)	10,000.00			
9.	1	SET	Customized Steel Shelves (4 feet x 6 feet x 6 inches) - 6 layers Gray	15,000.00			
10.	2	SET	STEEL SHELVING OPEN TYPE ALL STEEL, FABRICATED IN COLD ROLLED SHEET (CRS) GAUGE NO. 22 WITH EIGHT (8) ADJUSTABLE SHELVES INCLUDING TOP AND BOTTOM	30,000.00			



			EACH SHELF HAS A STIFFENER AND POST MADE OF FABRICATED ANGLE BAR B.I# 14, 2.0 MMT X 1 1/2 X 1 1/2" CORNER GASSED BOLTED ALTERNATELY ON SHELF. DIMENSION: 2130 H X 1630 W X 460D (MM)				
			LOT No.2				
11.	1	UNIT	Water Dispenser Free standing water dispenser hot, normal, and cold compressor type cooling with mini storage cabinet height: 97cm, width: 33cm, length: 31cm, gross weight: 17kgs	8,000.00			
12.	2	UNIT	Stand Fan 16 inch stand fan, 160 degress oscilation, solid base	4,000.00			
13.	3	UNIT	Air Purifier 19 sq.m Air Purifier with H13 HEPA Filter, Child Lock and Breeva Shield Plus 4-Stage Filtration System	24,000.00			
14.	3	Unti	Document Tray 2 Layers, Detachable letter tray pieces for convenience, Material: Metal	1,200.00			
15.	3	Pcs	Extension Cord (5 Gang) (1.83meters, Rigid brass strips for internal connection, Outlets are made of copper material for better grip, Impact resistant and highly conductive, With real grounding system connection for safety, With built-in safety circuit breaker, With built-in lightning protector, Outlet enclosures are made up of fire-retardant materials)	1,500.00			
16.	3	Pcs	Extension Cord (2 Gang) (1.83meters, Rigid brass strips for internal connection, Outlets are made of copper material for better grip, With real grounding system	900.00			



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			connection for safety, With built-in safety circuit breaker, Protect appliances with built-in lightning protector, Outlet enclosures are made up of fire-retardant materials, Maximum wattage: 2500W, Current: 10A, Voltage:250V~)				
17.	1	Unti	Refrigerator (HD Inverter 2-Door No Frost Ref, Energy Efficient Inverter Compressor, R600a Refrigerant, Smart Cooling Technology)	15,000.00			
18.	1	Unit	Microwave Open 20L mechanical control, 5 power levels	4,000.00			
19.	1	Pcs	2023-09-330 Exhaust Fan Ceiling mounted 12 inches	1,000.00			
			LOT No.3				
20.	2	Unti	3M Flexible Rubber Floor Moulding Cover per meter Wiring Duct Molding Floor Guard (3 Guard)	1,800.00			
21.	100	Pcs	Floor Vinyl Tiles (30cmx30cm)	5,000.00			
22.	8	Pcs	Vinyl Tiles Glue (1 liter)	3,200.00			
			Delivery Period: [15] Calendar Days (CD)				
TOTAL AMOUNT				PHP312,000.00			
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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