



DATE: 03/22/2023

REQUEST FOR QUOTATION

Solicitation No.2023-101-21

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: March 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 7 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.



PR No. 2023-03-101 ABC: PHP231,617.00

End-User: SUPPLY AND PROPERTY

Mode of Procurement: SHOPPING

Item No.	Qty.	Unit	ITEM/DESCRIPTION	CEILING PRICE PER Item (PhP)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)	OFFERED ITEM
			For BAR office supplies 2nd quarter				
1.	89	CAN	FURNITURE CLEANER, Aerosol type, 300mL	13,350.00			
2.	111	PC	RAGS, all cotton, 1 kilo per bundle	7,770.00			
3.	2	PC	BROOM, Soft (Walis Tambo)	300.00			
4.	1	PC	DUST PAN, rigid non-breakable plastic	80.00			
5.	122	ROLL	Tape, transparent, 24mm	2,440.00			
6.	74	ROLL	TAPE, transparent, 48 mm	2,960.00			
7.	89	ROLL	TAPE, masking, 24mm	5,785.00			
8.	65	ROLL	TAPE, masking, 48 mm	8,125.00			
9.	64	ROLL	TAPE, packaging, 48 mm	1,600.00			
10.	107	BOX	DATA FILE BOX	9,095.00			
11.	23	ROLL	TWINE, plastic 1kilo/roll	575.00			
12.	268	BOTTLE	LIQUID HAND SOAP, 500mL	21,440.00			
13.	140	PC	SIGN PEN, Blue, liquid or gel	3,500.00			



14.	75	PACK	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	2,250.00			
15.	99	PACK	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	3,960.00			
16.	100	PC	ENVELOPE, Expanding Plastic	6,500.00			
17.	185	PACK	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	7,400.00			
18.	130	BOX	Clip Backfold, all metal, clamping: 25mm	3,250.00			
19.	116	BOX	CLIP backfold, all metal, clamping	1,972.00			
20.	191	PC	Ball Pen, blue	955.00			
21.	252	PC	Ball Pen, black	1,260.00			
22.	57	ROLL	Double sided tape 24mm	1,710.00			
23.	70	SET	MARKER, Fluorescent, 3 colors per set	2,800.00			
24.	59	PC	MARKER, Whiteboard, Black	885.00			
25.	47	PC	MARKER, Whiteboard, Blue	705.00			
26.	34	PC	MARKER, Whiteboard, Red	510.00			
27.	59	BOX	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	1,180.00			
28.	35	PC	EXTERNAL HARD DRIVE, 1TB	98,000.00			
29.	78	PC	ERASER, plastic/rubber white	780.00			
30.	108	PAD	Post it sign here Flag	8,640.00			



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

31.	148	PAD	Post it sign here arrow sign	11,840.00			
TOTAL AMOUNT				PHP231,617.00			
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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☎ (02) 8461 2800 | 8461 2900

🌐 www.bar.gov.ph

✉ r4d@bar.gov.ph

📺 [DABAROfficial](#)