



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

REQUEST FOR QUOTATION

Date: 07/18/2025
Solicitation Number: 2025-101-71
PR No.:2025-07-351

Company/Business Name: _____
Office Address: _____
Contact Number: _____
TIN: _____
PhilGEPS Registration Number: _____
Company Email Address: _____

The **Department of Agriculture – Bureau of Agricultural Research**, through its Bids and Awards Committee (BAC), intends to procure **SUPPLY AND DELIVERY OF OFFICE SUPPLIES 3RD QUARTER** through **Section 34. Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

Please submit your Quotation(s)/Proposal(s) addressed to the Bids and Awards Committee (BAC) Secretariat and to the given address below, on or before between **8:00 AM - 5:00 PM of July 22, 2025** subject to the compliance with the Terms and Conditions provided on the Request for Quotation (RFQ):

JUDITH A. MAGHANOY

BAC Secretariat, Procurement Unit Head

Office of the Procurement Unit, Annex Bldg., Bureau of Agricultural Research, Elliptical Road, Diliman, Quezon City.

Telephone Number: 461-2900/461-2800 local 1117, Fax No. 927-5691

Email: barprocurement@bar.gov.ph

MANDATORY REQUIREMENTS

1. Submission of documentary requirements:
 - a. **Valid Mayor's/Business Permit** and the Official Receipt as proof of Renewal for CY 2025
 - b. **PhilGEPS Registration Number/Organization Number (Platinum or Red Membership)**
 - c. **Original and Notarized Omnibus Sworn Statement for ABCs above 50k** (downloadable at the GPPB-TSO website <https://www.gppb.gov.ph/wp-content/uploads/2025/07/NGPA-Omnibus-Sworn-Statement.docx>)
 - d. **Latest Income/Business Tax Return for ABCs above 500k**
 - e. **Proof of authority**
Shall be in the following forms, as applicable:
 - a. For Single Proprietorship – **Special Power of Attorney**, in case the person signing this Request for Quotation is NOT the business owner, in its original and duly notarized form.
 - b. For Corporation – **Board Resolution/Secretary's Certificate**, in its original and duly notarized form.

The proof of authority shall clearly reflect the name of the authorized representative and the project title as indicated in the RFQ.

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INSTRUCTIONS:

1. Please write legibly.
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **offered items, unit price, total price, the total offered quotation (inclusive of VAT) in words and in figures** and **affix their signature over printed name indicated in the lower portion of this form.**
3. Closed 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.
****Any quotations sent via email shall not be considered.***
4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.
5. Price quotation(s) submitted shall be valid for a period of **SIXTY (60) days** reckoned from the deadline for submission of quotations as reflected in this form.
6. **Terms of Payment: Thirty (30) days from delivery of item(s).**
7. Awarding shall be done by ONE (1) LOT.
8. 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.
9. The Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed prejudice for forfeiture of performance security.
10. 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 existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.
11. **Delivery terms/and or Installation Period: 15 Calendar days.**
12. The Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed prejudice for forfeiture of performance security.
13. 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 existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

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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.

Item NO.	Qty.	Unit	ITEM/DESCRIPTION	CEILING PRICE PER Item (PhP)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)	OFFERED ITEM
			SUPPLY AND DELIVERY OF OFFICE SUPPLIES 3RD QUARTER				
	130	roll	Tape, transparent 1" (24mm)	3,250.00			
	330	bottle	Hand Soap 500ml with pump	33,000.00			
	126	pack	Battery, drycell AA, 2pcs/pack	5,040.00			
	46	jar	Glue, all purpose, 200g, w/ applicator	3,680.00			
	155	pack	Tissue Interfold paper towel, 150 pulls	6,975.00			
	51	roll	Tape, double adhesive w/o foam 1"	1,530.00			
	119	pad	Notepad, 3"x3", 100 sheets per pad	2,975.00			
	91	pad	Post it, sign here, Flag sign, 50x2 sheets	6,370.00			
	101	pad	Post it, sign here, Arrow sign, 5x25 sheets	6,060.00			
	10	pieces	External Hardrive, 1tb	31,000.00			
	5	roll	DK Starter Label Rolls (sticker) for Brother QL-800 Professional Label Printer, size 2.4" x 16.4"	6,500.00			

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Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
PHP106,380.00	In words:
	In figures:

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 of Owner/Authorized Representative

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: _____