



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

**DATE: 04/26/2024**

## **REQUEST FOR QUOTATION**

**Solicitation No.2024-101-61**

### **I. MANDATORY REQUIREMENTS**

1. Submission of documentary requirements:
  - ✓ Mayor's /Business Permit for CY 2023 and the Official Receipt as proof of Renewal for CY 2024
  - ✓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. **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.
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: May 3, 2024 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](mailto:r4d@bar.gov.ph)

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**PR No.2024-03-210, 04-274 ABC: PHP143,095.00 End-User: PSU**

**Mode of Procurement: Shopping**

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				
			<b>2024-03-210</b>				
1.	150	Pcs	Ballpen, black	1,500.00			
2.	108	Pcs	SIGN PEN, Black, liquid or gel, .5mm	2,700.00			
3.	295	Pcs	Data File Folder, made of chipboard	29,500.00			
4.	11	Pack/roll	TRASHBAG, Large size 10pcs/roll	715.00			
5.	10	Pack/roll	TRASHBAG, XL size, 10pcs/roll	1,100.00			
6.	73	Boc	STAPLE WIRE, standard	2,920.00			
7.	50	Pcs	MARKER, Whiteboard, Black	750.00			
8.	50	Pcs	MARKER, Whiteboard, Blue	750.00			
9.	110	Pad	Post it sign here Flag sign	7,700.00			
10.	100	Pad	Post it sign here arrow sign	5,000.00			
11.	127	Pack	BATTERY, dry cell, size AA	5,080.00			
12.	100	Pack	BATTERY, dry cell, size AAA	3,000.00			
13.	60	Roll	TAPE, masking, 24mm	3,600.00			
14.	65	Roll	TAPE, masking, 48 mm	5,200.00			
15.	46	Roll	TAPE, packaging, 48 mm	1,150.00			
16.	12	Roll	TWINE, plastic	840.00			

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17.	110	Pack	TISSUE, INTERFOLDED PAPER TOWEL	4,400.00			
18.	33	Pack	VELLUM BOARD PAPER, 200gsm 10pcs/pack	1,650.00			
19.	62	Box/tub	PUSH PIN, 100 pcs/box/tub	2,480.00			
20.	15	Ream	Paper Multicopy , Short, 80gsm	3,000.00			
21.	4	Bundle	ADDING MACHINE PAPER 57mm x 70mm (4 rolls per bundle)	960.00			
22.			<b>2024-04-274</b>				
23.	4	Pcs	PAPER TRIMMER /CUTTING, Heavy duty ,metal base, size a3 18x15 inches, color white ash ( body) cutter (black)	8,000.00			
24.	60	Pcs	STAPLE REMOVER, Plier -Type, Stainless Steel, Heavy Duty	12,000.00			
25.	4	Box	SIGN PEN, Hi Techpoint V10 Grip Rollerball Pen, Black	4,800.00			
26.	4	Box	SIGN PEN, Hi Techpoint V10 Grip Rollerball Pen, Blue	4,800.00			
27.	295	pcs	DATA FILE FOLDER, MADE OF CHIPBOARD, TAGLIA	29,500.00			
<b>TOTAL AMOUNT</b>				<b>PHP143,095.00</b>			
<b>TOTAL AMOUNT</b>							

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**

\_\_\_\_\_  
**Office Address**

\_\_\_\_\_  
**Email Address of the Bidder**

\_\_\_\_\_  
**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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