



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

DATE: 01/15/2024

REQUEST FOR QUOTATION

Solicitation No.2025-101-03

I. MANDATORY REQUIREMENTS

1. Submission of documentary requirements:
 - ✓ Mayor's /Business Permit for CY 2025 and the Official Receipt as proof of Renewal for CY 2025
 - ✓Certificate of PhilGEPS Registration
 - ✓Omnibus Sworn Statement (Revised)
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price, total price and offered items 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: January 22, 2025 at 5pm.**
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.

☎ (02) 8461 2800 | 8461 2900

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PR No. 2025-01-021 ABC: PHP245,525.00 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 (1st quarter)				
1.	can	102	Insecticide, water base, 750ml	20,400.00			
2.	can	145	Disinfectant spray, aerosol type, 400g/400ml	55,100.00			
3.	bottle	342	Hand Soap 500ml with pump	34,200.00			
4.	bundle	78	Rags, all cotton 1kl/bundle	6,240.00			
5.	pack/roll	43	TRASHBAG, Large size, 10pcs/roll	3,010.00			
6.	pack/roll	33	TRASHBAG, XL size, 10pcs/roll	3,630.00			
7.	pieces	60	SIGN PEN, Black, liquid or gel, .5mm	1,500.00			
8.	pieces	76	SIGN PEN, Blue, liquid or gel, .5mm	1,900.00			
9.	roll	101	TAPE, packaging, 48 mm	2,525.00			
10.	pieces	183	DATA FILE BOX for legal size	27,450.00			
11.	jar	45	Glue, all purpose white, 200gms	3,375.00			
12.	pad	119	NOTEPAD, stick-on, 2"x3", 100sheets/pad	2,975.00			
13.	pad	119	NOTEPAD, stick-on, 3"x4", 100sheets/pad	4,760.00			
14.	pad	139	NOTEPAD, stick-on, 3"x3", 100sheets/pad	4,170.00			
15.	ream	13	PAPER, MULTICOPY A3, 80 gsm	5,850.00			

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16.	pieces	51	Certificate Frame, A4, glass/wood/plastic	5,100.00			
17.	pad	108	Post it sign here Flag sign	8,100.00			
18.	pad	106	Post it sign here arrow sign	6,360.00			
19.	roll	27	Tape, Double adhesive with foam 24mm	1,080.00			
20.	pieces	92	FLASH DRIVE, 32gb	27,600.00			
21.	box	28	LIGHT BULB, 6 or 7 watts LED	2,520.00			
22.	roll	71	Double sided tape 24mm	2,130.00			
23.	pieces	116	Ballpen black	1,160.00			
24.	pieces	115	Ballpen blue	1,150.00			
25.	pieces	87	MARKER, Whiteboard, Black	1,305.00			
26.	pieces	57	MARKER, Whiteboard, Blue	855.00			
27.	ribbon	4	CHECK WRITTER RIBBON (POLARIS M-074 INTELLIGENT)	2,800.00			
28.	ribbon	4	EPSON PRINTER LX310 RIBBON (RECEIPT PRINTER)	200.00			
29.	pieces	124	SIGN PEN, Black, liquid or gel, .7mm	4,960.00			
30.	pieces	78	SIGN PEN, Blue, liquid or gel, .7mm	3,120.00			
TOTAL AMOUNT				PHP245,525.00			
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

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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