



Republic of the Philippines  
Department of Agriculture

**Philippine Center for Postharvest Development and Mechanization**

CLSU Compound, Science City of Muñoz, Nueva Ecija  
Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 272/276;  
Email add.: philmech.svp2@gmail.com


**REQUEST FOR QUOTATION**

RFQ No.: 23-03-227

PR No.: 23-03-A-96

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 20, 2023

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

  
**RAYMUND JOSEPH P. MACARANAS**

Authorized Official

Buyer/Canvasser

ITEM NO.	QTY	UNIT	ITEMS/SPECIFICATION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
	19	box	BALLPEN, BALLPOINT, BLACK, 12PCS/BOX			
	3	pc	BATTERY, LR44/A76 / Alkaline Original			
	55	pack	BATTERY, AA / 2 pcs per pack			
	39	pack	BATTERY, AAA / 2 pcs per pack			
	1	pack	BATTERY, AAA / Rechargeable / At least 700 mah capacity / 4 pcs per pack			
	5	box	CARBON FILM, Size: Legal / Color: Blue / 100 sheets per pack			
	5	pc	CERTIFICATE FRAMES, Letter / with glass / wood frame / 8.5x11 inches			
	2	pack	CLEAR SHEET PROTECTORS, Transparent, 11-hole pocket, Size: A4 / 100 pieces per pack			
	6	pc	CLEARBOOK, Refillable / 20 pockets / Size: Legal			
	9	pc	CLEARBOOK, Refillable / 20 pockets / Size: A4			
	13	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	22	box	CLIP, BACKFOLD/BINDER, Size: 3/4" or 19mm / All			



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	20	box	metal / 12 pcs per box CLIP, BACKFOLD/BINDER, Size: 1" or 25mm / All metal / 12 pcs per box			
	38	box	CLIP, BACKFOLD/BINDER, Size: 2" or 51mm / All metal / 12 pcs per box			
	24	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	2	box	CLIP, BINDER, 15mm			
	12	box	CLIP, PAPER, Size: 1" / Vinyl coated / 100 pcs per box			
	10	box	CLIP, PAPER, Size: Jumbo / Vinyl coated / 100 pcs per box			
	278	pc	CORRECTION TAPE, Size: 5mm width x 6 m length			
	205	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Blue / with garter			
	5	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Green / with garter			
	5	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Yellow / with garter			
	2	pc	ENVELOPE, PLASTIC, with handle, legal sized, zipper type			
	34	pc	ERASER, RUBBER, Size: 58 x 18 x 8 mm / for pencil draft/writing			
	25	pc	FOLDER, Clear / Sliding / Legal / Assorted colors			
	22	pack	FOLDER, FILE/TAGBOARD, Size: Legal / Color: White / 100 pcs per pack			
	1	unit	GLUE GUN, small			
	20	pc	GLUE STICK, small			
	1	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Blue			
	6	pc	MARKING PEN, permanent ink, fine, black			



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	5	pc	MARKING PEN, permanent ink, black, medium			
	5	pc	MARKING PEN, For whiteboard, Color red, fine			
	15	set	MARKING PEN, Fluorescent / 3 colors per set			
	13	pc	MARKING PEN, Permanent / Broad / Color: Black			
	30	pc	MARKING PEN, Permanent / Fine / Color: Black			
	20	pad	MEMO NOTE PAD, Size: 2 x 2 inches / colored/ 100 sheets per pad			
	3	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color			
	8	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			
	5	pad	MEMO NOTE PAD, Size: 2 x 3 inches / Assorted Colors / 100 sheets per pad			
	20	pad	MEMO NOTE PAD, Size: 3 x 5 inches / Colored / 100 sheets per pad			
	13	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	230	pc	NOTEBOOK, Steno / Size: 6 x 9.5 inches / 40-60 leaves / Ruled			
	1	unit	PAPER SHREDDER, Cross cut shredder for paper, CD and cards / At least 10-15 pages per batch capacity			
	10	pack	PAPER, BOARD, Size: A4 / Color: White / 200 gsm / 10 sheets per pack			
	5	pack	PAPER, BOARD, Size: Legal / Color: White / 200 gsm / 10 sheets per pack			
	5	pack	PAPER, BOARD, Size: Letter / Color: White / 200 gsm / 10 sheets per pack			
	219	ream	PAPER, BOOK, Size: A4 / 80			





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	5	ream	gsm / 500 sheets per ream PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	10	each	PAPER, MANILA			
	1	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	5	pack	PAPER, PHOTO, Matte / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	72	pack	PAPER, STICKER, Size: A4 / Matte / 10 sheets per pack			
	2	pack	PAPER, STICKER, Size: A4 / Glossy / 10 sheets per pack			
	8	box	PEN, BALLPOINT, Color: Black / Size: 0.7 mm / 12pcs per box			
	1	box	PEN, BALLPOINT, Color: Blue / Size: 0.7 mm / 12 pcs per box			
	24	pc	PEN, BALLPOINT, Retractable / Color: Black / Size: 0.5 mm			
	65	pc	PEN, GEL, Color: Blue / Size: 0.5 mm			
	5	pc	PEN, TECHNICAL, Size: 0.5 mm / Color Black			
	12	each	PENCIL SHARPENER, compact, one-hole plastic sharpener, has compartment for pencil shaving			
	30	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	6	pc	PENCIL, MECHANICAL, Size: 0.5 mm / Push-type			
	4	box	PUSH PIN, 50 pcs per box / Colored			
	15	pc	RING BINDER, 1/4			
	2	box	RING BINDER, Plastic 8mm; black or White; 100 pcs/box			
	2	box	RING BINDER, Plastic; 10mm; black or white; 100pcs/box			
	4	each	STAMP PAD, felt pad, min 60mm x 100mm			



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	5	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Blue			
	1	unit	STAPLER, With side remover / Heavy duty / Size: #35			
	51	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	33	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / Size: 1 inch width x 10 meters length			
	1	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / with foam / Size: 1 inch width x 10 m length			
	11	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	11	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	11	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	10	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	10	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length			
	8	roll	TAPE, TRANSPARENT, Size: 2 inches width x 50 meters length			
	1	book	WARRANT REGISTER, G.F#105			

Delivery Period \_\_\_\_\_  
 Price validity \_\_\_\_\_  
 Warranty \_\_\_\_\_  
 Terms of Payment \_\_\_\_\_





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**General Conditions**

1. The Approved Budget for the Contract (ABC) is Php 125,011.48
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:
  - 7.1 Current Mayor's/Business Permit
  - 7.2 DTI/SEC Certificate of Registration
  - 7.3 BIR Certificate of Registration
  - 7.4 PhilGEPS Registration Certificate (Platinum) all pages
  - 7.5 Omnibus Sworn Statement
  - 7.6 Income/Business Tax Return
  - 7.7 Professional License/Curriculum Vitae (Consulting Services)
  - 7.8 PCAB License (Infra.)
  - 7.9 Net Financial Contracting Capacity (NFCC)
  - 7.10 Documents required as stated in the Technical Specifications
  - 7.11 Others
8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
12. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank \_\_\_\_\_  
Bank Branch \_\_\_\_\_  
Account Name \_\_\_\_\_  
Account No \_\_\_\_\_



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After having carefully read and accepted the General Conditions attached to the Request for Quotation,  
I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Contact No/s.: \_\_\_\_\_

Email Address: \_\_\_\_\_