



Republic of the Philippines
Department of Agriculture

Philippine Center for Postharvest Development and Mechanization

CLSU Compound, Science City of Munoz, Nueva Ecija

Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 272/276;

Email add.: philmech.svp2@gmail.com

REQUEST FOR QUOTATION

RFQ No.: 23-03-232

PR No.: 23-03-A-52

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 28, 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		
	10	pc	BALLPEN, Type: Retractable ballpoint pen Ink color: Black With soft, non-slip grip			
	58	box	BALLPEN, BALLPOINT, BLACK, 12PCS/BOX			
	449	pack	BATTERY, AA / 2 pcs per pack			
	152	pack	BATTERY, AAA / 2 pcs per pack			
	4	pack	BATTERY, AAA / Rechargeable / At least 700 mah capacity / 4 pcs per pack			
	3	pack	BATTERY, AA, Rechargeable, Li-ion, At least 1200 mah capacity, 4 pcs per pack			
	9	pack	BATTERY, AAA, Rechargeable, Li-ion, At least 900 mah capacity, 4 pcs per pack			
	3	pc	BATTERY, LR44/A76 / Alkaline Original			
	16	pc	BATTERY, 9V, Alkaline (non-rechargeable), heavy duty			
	1	unit	BATTERY CHARGER, Multi-size capability (for AA, AAA, 9V, etc.) and compatible for Li-ion batteries			
	1	pc	BINDING STAPLER, staple size 23/6 mm			



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ITEM NO.	QTY	UNIT	ITEMS/SPECIFICATION		UNIT PRICE	TOTAL PRICE
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	5	unit	CALCULATOR, 12-Digit Extra Large Display / Two-way power / Tilt LCD Display / Dimension: 140 x 197 x 28 mm			
	3	box	CARBON FILM, Size: Legal / Color: Blue / 100 sheets per pack			
	1	pc	CERTIFICATE FRAMES, Size: 8.5-12 x 13-20 inches Material: with glass / wood frame/ purely glass			
	1,000	pc	CERTIFICATE HOLDER, Single/ 8.5x11 inches / Color: Green			
	4	pc	CLEARBOOK, Refillable / 20 pockets / Size: Legal			
	2	pc	CLEARBOOK, Refillable / 20 pockets / Size: A4			
	19	pc	CLIP BOARD, With cover / Size: A4 / Assorted Color			
	33	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	50	box	CLIP, BACKFOLD/BINDER, Size: 2" or 51mm / All metal / 12 pcs per box			
	42	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	2	box	CLIP, BINDER, 15mm			
	30	box	CLIP, PAPER, Size: 1" / Vinyl coated / 100 pcs per box			
	2	unit	CORK BOARD, With aluminum frame / Size: 36 x 48 inches			
	510	pc	CORRECTION TAPE, Size: 5mm width x 6 m length			
	24	pc	CUTTER, Heavy duty / 25mm width x 0.7mm thick blade			
	12	pc	CUTTER BLADE, refill, big (25mm)			
	2	pc	CUTTING MAT, Size: 12 x 18 inches			
	20	pc	DATA FOLDER, 3-ring binder / Color: Blue / Size: Legal			



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	3	pc	DESK ORGANIZER, 4-drawer letter case with transparent drawers; Made of high-quality PP material; Dimension: 275(w)x360(d)x260(h); Color: black			
	4	pc	DESK TRAY, Heavy duty / 3 layers / Metal / Color: Black			
	2	pc	DOCUMENT HOLDER, Specs: Free-standing with adjustable viewing angle; with clip and clear line guide; holds A4/legal size papers			
	25	pc	DOCUMENTARY STAMP			
	2	box	ENVELOPE, DOCUMENTARY, Size: Legal / Color: Brown / 500 pcs per box			
	259	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Blue / with garter			
	105	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Green / with garter			
	5	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Yellow / with garter			
	42	pc	ERASER, RUBBER, Size: 58 x 18 x 8 mm / for pencil draft/writing			
	2	each	EXPANDING FILE, with handle; Legal-size; with 13 pockets, 12 dividers and color coded index tabs			
	3	pc	FILE ORGANIZER, Expanding / Plastic / 12 Pockets			
	20	pc	FOLDER, With built-in fastener / Plastic / Assorted color / Size: Letter			
	30	pc	FOLDER, With built-in fastener / Plastic / Assorted color / Size: Legal			
	16	box	FOLDER, FILE/TAGBOARD, Size: Legal / Color: Violet / 50pcs per pack			
	1	pack	FOLDER, MOROCCO, Size: A4 / Color: Assorted colors / 50 pcs per pack			



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	16	box	FOLDER, PRESSBOARD, Local / Expanding / Size: Legal / 100 pcs per box / Color: White			
	5	unit	GLUE GUN, big			
	20	pc	HANGING FILE ORGANIZER, On Rack; LEGAL			
	1	box	INDEX TAB, Transparent / Self adhesive / 5 sets per box			
	2	btl	INK REFILL, For whiteboard marker, black, 30ml			
	1	pc	LEVER ARCH FILE, Legal (Blue), 2 ring, Dimension: 9 × 29 × 36 cm			
	8	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Blue			
	31	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Green			
	20	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Standard or L 10 x W 4 x H 12.5 in/ Color: Green			
	39	set	MARKING PEN, Fluorescent / 3 colors per set			
	2	pc	MARKING PEN, Permanent / Fine / Color: Blue			
	88	pc	MARKING PEN, Permanent / Broad / Color: Black			
	116	pc	MARKING PEN, Permanent / Fine / Color: Black			
	7	pc	MARKING PEN, For whiteboard / Color: Black / Fine			
	22	pc	MARKING PEN, permanent ink, fine, black			
	2	box	MARKING PEN, Permanent /Twin: Broad and Fine / Color: Black / 12 pcs/box			
	1	box	MARKING PEN, Permanent /Twin: Broad and Fine / Color: Blue / 12 pcs/box			
	5	pc	MARKING PEN, For			



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	2	pc	whiteboard, Color red, fine MARKING PEN, PERMANENT, Fine and broad, dual tips, black, 12pcs/pack			
	58	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			
	13	pad	MEMO NOTE PAD, Size: 2 x 3 inches / Assorted Colors / 100 sheets per pad			
	37	pad	MEMO NOTE PAD, Size: 3 x 5 inches / Colored / 100 sheets per pad			
	9	pad	MEMO NOTE PAD, Size: 3 x 4 inches / Colored / 100 sheets per pad			
	30	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	3	pc	METAL FILING TRAY, 3 layer 30 cm x 25cm x 38 cm			
	3	unit	METAL MESH TRAY DESK FILE ORGANIZER, Document paper organizer, stackable rack, 4 tier			
	6	unit	MINI DATER, Self-Inking Mini Dater, month,Day, and year are easily adjustable. Inkpad is refillable and replaceable, date height: 3mm			
	3	unit	MINI DATER, 3mm or 4mm width, month/day/year are easily adjustable Material : Metal, Rubber, Plastic			
	240	pc	NOTEBOOK, Steno / Size: 6 x 9.5 inches / 40-60 leaves / Ruled			
	1	unit	PAPER CUTTER, Sliding trimmer paper cutter features: - suitable for cutting photo, film, card, thin plastic, thin copper - metal structure - have long duration and can achieve accurate cutting perfect line and smooth edge			



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			details: - high quality sliding cutter A3 - color: black - metal based - 15 sheets maximum cutting thickness			
	1	unit	PAPER SHREDDER, Cross cut shredder for paper, CD and cards / At least 10-15 pages per batch capacity			
	80	pack	PAPER, BOARD, Size: A4 / Color: White / 200 gsm / 10 sheets per pack			
	123	pack	PAPER, BOARD, Size: Legal / Color: White / 200 gsm / 10 sheets per pack			
	235	pack	PAPER, BOARD, Size: Letter / Color: White / 200 gsm / 10 sheets per pack			
	2	ream	PAPER, BOOK, Size: A3 / 80 gsm / 500 sheets per ream			
	517	ream	PAPER, BOOK, Size: A4 / 80 gsm / 500 sheets per ream			
	10	ream	PAPER, BOOK, A4, 24/80 gsm ultra white			
	39	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	5	pack	PAPER, LAID, LONG; 10s			
	5	pack	PAPER, LAID, SHORT; 10s			
	20	each	PAPER, MANILA			
	21	ream	PAPER, PHOTO, Matte, A4, 220gsm, 10's			
	23	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	38	pack	PAPER, PHOTO, Matte / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	10	pack	PAPER, PHOTO, preferably PP-201 Photo Paper Plus Glossy II Kodak for existing printer			
	2	pack	PAPER, PHOTO, PT-101 Pro Platinum / Size: A4 / 10 sheets per pack			



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	8	box	PEN, BALLPOINT, Color: Black / Size: 0.7 mm/ 12pcs per box			
	160	pc	PEN, GEL, Color: Blue / Size: 0.5 mm			
	72	pc	PEN, GEL, Color: Red / Size: 0.5 mm			
	84	pc	PEN, GEL, Color: Green / 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			
	40	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	3	unit	PUNCHER, For paper / 2 hole / Heavy Duty			
	2	ream	PVC BINDING COVER, acetate film; legal; 200 micron; 50pcs/ream			
	4	ream	PVC BINDING COVER, acetate film; A4; 200 micron; 50pcs/ream			
	5	pc	RECORD BOOK, Size: 8.5 x 11 inches / 200 pages			
	25	pc	RING BINDER, plastic, 1/2"			
	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			
	2	unit	RING BINDER MACHINE, 24 HOLES; DIMENSION; 390 L X 330 W X 220 H ; PLASTIC COMB BINDING MACHINE SYSTEM; PUNCH UP TO 20 SHEETS AT ONCE; ACCOMMODATE DOCUMENTS FORM 1/4 " TO 2 " THICK; RING SIZE UP TO 51mm			
	8	pc	RULER, Size: 12 inches / Material: Metal			
	8	pc	RULER, Size: 12 inches / Material: Plastic			



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	11	pair	SCISSORS, Size: 8 inches / Stainless steel blades / Soft grip handles / For heavy weight paper			
	8	pair	SCISSORS, Symmetrical, blade length: 65mm min			
	1	unit	SELF INKING STAMP INK, 50ml, black or blue ink			
	3	unit	SHARPENER, For pencil / mountable type with clamp / Single cutter-head / One-hole guide / 9-10 mm in diameter			
	1	btl	STAMP INK, For self-inking / Size: 50 ml / Color: Blue			
	8	each	STAMP PAD, felt pad, min 60mm x 100mm			
	3	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Black			
	4	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Blue			
	3	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Purple			
	1	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Red			
	6	each	STAPLE REMOVER, Plier-type			
	10	box	STAPLE WIRE, Size: #10 / 1,000 pcs per box			
	2	box	STAPLE WIRE, Size: #24/6 / 5,000 pcs per box			
	7	box	STAPLE WIRE, #23/17, chisel pointed, 1000 staples/box			
	10	box	STAPLE WIRE, #23/24, chisel pointed, 1000 staples/box			
	1	pc	STAPLER, Specs: Long reach, uses #35 staple wire			
	27	unit	STAPLER, With side remover / Heavy duty / Size: #35			
	2	each	STAPLER, Size: #10 / Heavy duty			
	123	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	50	pc	STORAGE BOX, Cardboard / with lid / 15.5 x 12.5 x 11.2			



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			inches			
	11	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / with foam / Size: 1 inch width x 10 m length			
	33	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / Size: 1 inch width x 10 meters length			
	64	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	53	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	18	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	11	roll	TAPE, PACKAGING, Size: 1 inch width x 50 meters length			
	42	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	37	roll	TAPE, TRANSPARENT, Size: 2 inches width x 50 meters length			
	17	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length			
	1	box	TRANPARENCY FILM, 50 sheets/box, LEGAL			
	3	pack	VINYL WATERPROOF STICKER, A4, glossy, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers			
	1	unit	WHITE BOARD, Aluminum frame / Size: 2 x 3 feet			

Delivery Period _____
Price validity _____
Warranty _____
Terms of Payment _____



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General Conditions

1. The Approved Budget for the Contract (ABC) is Php 494,824.36
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: _____