



Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines.
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 272/276;
 Email add.: philmech.svp2@gmail.com

REQUEST FOR QUOTATION

RFQ No. : 23-04-359
 PR No. : 23-03-A-52/23-03-A-96/23-02-H-16

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 **May 8, 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.

 APR 28 2023
RAYMUND JOSEPH P. MACARANAS
 Authorized Official

Buyer/Canvasser

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	10	pc	BALLPEN, Type: Retractable ballpoint pen Ink color: Black With soft, non-slip grip			
2	4	pack	BATTERY, AAA / Rechargeable / At least 700 mah capacity / 4 pcs per pack			
3	3	pack	BATTERY, AA, Rechargeable, Li-ion, At least 1200 mah capacity, 4 pcs per pack			
4	9	pack	BATTERY, AAA, Rechargeable, Li-ion, At least 900 mah capacity, 4 pcs per pack			
5	3	pc	BATTERY, LR44/A76 / Alkaline Original			
6	1	unit	BATTERY CHARGER, Multi-size capability (for AA, AAA, 9V, etc.) and compatible for Li-ion batteries			
7	1	pc	BINDING STAPLER, staple size 23/6 mm			
8	5	unit	CALCULATOR, 12-Digit Extra Large Display / Two-way power / Tilt LCD Display / Dimension: 140 x 197 x 28 mm			
9	19	pc	CLIP BOARD, With cover / Size: A4 / Assorted Color			
10	20	pc	DATA FOLDER, 3-ring binder / Color: Blue / Size: Legal			
11	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			



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12	2	pc	DOCUMENT HOLDER, Specs: Free-standing with adjustable viewing angle; with clip and clear line guide; holds A4/legal size papers		
13	25	pc	DOCUMENTARY STAMP		
14	2	each	EXPANDING FILE, with handle;Legal-size; with 13 pockets, 12 dividers and color coded index tabs		
15	3	pc	FILE ORGANIZER, Expanding / Plastic / 12 Pockets		
16	20	pc	FOLDER, With built-in fastener / Plastic / Assorted color / Size: Letter		
17	30	pc	FOLDER, With built-in fastener / Plastic / Assorted color / Size: Legal		
18	5	unit	GLUE GUN, big		
19	20	pc	HANGING FILE ORGANIZER, On Rack; LEGAL		
20	1	pc	LEVER ARCH FILE, Legal (Blue), 2 ring, Dimension: 9 x 29 x 36 cm		
21	20	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Blue		
22	2	box	MARKING PEN, Permanent /Twin: Broad and Fine / Color: Black / 12 pcs/box		
23	1	box	MARKING PEN, Permanent /Twin: Broad and Fine / Color: Blue / 12 pcs/box		
24	2	box	MARKING PEN, PERMANENT, Fine and broad, dual tips, black, 12pcs/pack		
25	30	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color		
26	3	unit	METAL MESH TRAY DESK FILE ORGANIZER, Document paper organizer, stackable rack, 4 tier		
27	6	unit	MINI DATER, Self-Inking Mini Dater, month,Day, and year are easily adjustable. Inkpad is refillable and replaceable, date height: 3mm		
28	3	unit	MINI DATER, 3mm or 4mm width, month/day/year are easily adjustable Material : Metal, Rubber, Plastic		



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29	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 details: - high quality			
30	1	unit	PAPER SHREDDER, Cross cut shredder for paper, CD and cards / At least 10-15 pages per batch capacity			
31	2	ream	PAPER, BOOK, Size: A3 / 80 gsm / 500 sheets per ream			
32	517	ream	PAPER, BOOK, Size: A4 / 80 gsm / 500 sheets per ream			
33	10	ream	PAPER, BOOK, A4, 24/80 gsm ultra white			
34	39	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
40	5	pack	PAPER, LAID, LONG; 10s			
41	5	pack	PAPER, LAID, SHORT; 10s			
42	10	pack	PAPER, PHOTO, preferably PP-201 Photo Paper Plus Glossy II Kodak for existing printer			
43	23	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
44	38	pack	PAPER, PHOTO, Matte / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
45	2	pack	PAPER, PHOTO, PT-101 Pro Platinum / Size: A4 / 10 sheets per pack			
46	21	ream	PAPER, PHOTO, Matte, A4, 220gsm, 10's			
47	2	ream	PVC BINDING COVER, acetate film; legal; 200 micron; 50pcs/ream			
48	4	ream	PVC BINDING COVER, acetate film; A4I; 200 micron; 50pcs/ream			
49	5	pc	RECORD BOOK, Size: 8.5 x 11 inches / 200 pages			
50	2	box	RING BINDER, Plastic 8mm; black or White;			



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			100 pcs/box		
51	2	box	RING BINDER, Plastic; 10mm; black or white; 100pcs/box		
52	15	pc	RING BINDER, ¼		
53	25	pc	RING BINDER, plastic, 1/2"		
54	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		
55	1	unit	SELF INKING STAMP INK, 50ml, black or blue ink		
56	3	unit	SHARPENER, For pencil / mountable type with clamp/ Single cutter-head /One-hole guide/ 9-10 mm in diameter		
57	1	btl	STAMP INK, For self-inking / Size: 50 ml / Color: Blue		
58	1	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Red		
59	3	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Black		
60	4	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Blue		
61	3	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Purple		
62	2	box	STAPLE WIRE, Size: #24/6 / 5,000 pcs per box		
63	3	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color		
64	5	pc	PEN, TECHNICAL, Size: 0.5 mm / Color Black		
65	10	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length		
66	1	book	WARRANT REGISTER, G.F#105		
67	500	pc	ID HOLDER, LANDSCAPE WITH CLIP, PLASTIC		
68	5	pack	PAPER PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack		



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



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General Conditions

1. The Approved Budget for the Contract (ABC) is 218,416.60
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:

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1 | Current Mayor's/Business Permit |
| <input type="checkbox"/> | 7.2 | DTI/SEC Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.3 | BIR Certificate of Registration |
| <input type="checkbox"/> | 7.4 | PhilGEPS Registration Certificate (Platinum) all pages |
| <input type="checkbox"/> | 7.5 | Omnibus Sworn Statement |
| <input type="checkbox"/> | 7.6 | Income/Business Tax Return |
| <input type="checkbox"/> | 7.7 | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | 7.8 | PCAB License (Infra.) |
| <input type="checkbox"/> | 7.9 | Net Financial Contracting Capacity (NFCC) |
| <input type="checkbox"/> | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/> | 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
13. 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.: _____

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: _____