



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.: 23-05-356
PR No.: 23-04-A-151

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.

RM MAY 04 2023
RAYMUND JOSEPH P. MACARANAS

Buyer/Canvasser

Authorized Official

ITEM NO.	QTY	UNIT	ITEMS/SPECIFICATION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
	1	unit	AUTOMATIC PAPER SHREDDER, 180W High-power Silent Paper Shredder - Size & Spec.: Shred Capacity: 10 sheets; Shred size: 4x25mm - Security level:4 - Specs 1: Can shred: Card, Paper Clip, Staple - Specs 2: Continuous run time: 10min - Specs 3: Bin capacity: 23L - Specs 4: Machine noise: 60dB - Specs 5: Machine power: 180W - Specs 6: 350x250x550mm - Sales Point 1: German level 4 confidentiality - Sales Point 2: Nitride steel knife, sharp and durable - Sales Point 3: Intelligent induction, overheat protection, Stop protection, Auto reverse - Sales Point 4: 23L Visible Paper Bucket - Sales Point 5: Simple design, quick operation - Warranty Duration: 12 months - Weight: 18kg			
	6	box	BALLPEN, BALLPOINT, BLACK, 12PCS/BOX			
	1	pc	BATTERY, LR44/A76 /			



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	50	pc	Alkaline Original BATTERY, 9V, Alkaline (non-rechargeable), heavy duty			
	25	pack	BATTERY, AA / 2 pcs per pack			
	20	pack	BATTERY, AAA / 2 pcs per pack			
	4	pc	BATTERY, Coin cell shape Nominal Voltage: 1.5 Volt Nominal capacity: 175mAh Chemistry: Alkaline Height: 5.4mm Diameter: 11.6mm Average weight: 2g			
	105	pack	BATTERY, AA, Pack of 4 AA Lithium Battery Branded Performs in extreme temperatures (-40°C to 60°C) Leak-resistant construction Holds power up to 20 years			
	50	pack	BATTERY, AAA, Pack of 4 AAA Lithium Battery Branded Performs in extreme temperatures (-40°C to 60°C) Leak-resistant construction Holds power up to 20 years			
	10	pc	CERTIFICATE FRAMES, Letter / with glass / wood frame / 8.5x11 inches			
	11	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	20	box	CLIP, BACKFOLD/BINDER, Size: 3/4" or 19mm / All metal / 12 pcs per box			
	23	box	CLIP, BACKFOLD/BINDER, Size: 1" or 25mm / All metal / 12 pcs per box			
	16	box	CLIP, BACKFOLD/BINDER, Size: 2" or 51mm / All metal / 12 pcs per box			
	21	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	2	box	CLIP, BINDER, 15mm			
	36	box	CLIP, PAPER, Size: 1" / Vinyl			



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			Per Request	Offer/Brand/Model		
	32	box	coated / 100 pcs per box CLIP, PAPER, Size: Jumbo / Vinyl coated / 100 pcs per box			
	5	pack	COLORED VINYL WATER PROOF STICKER, A4, matte, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers 10's/pack, Green			
	5	pack	COLORED VINYL WATER PROOF STICKER, A4, matte, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers 10's/pack, Blue			
	5	pack	COLORED VINYL WATER PROOF STICKER, A4, matte, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers 10's/pack, Yellow			
	5	pack	COLORED VINYL WATER PROOF STICKER, A4, matte, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers 10's/pack, Red			
	1	unit	COLORED VINYL WATER PROOF STICKER, A4, matte, high-quality sticker material, waterproof, tough durability, compatible with ink-jet printers 10's/pack, White			
	1	unit	CORK BOARD, With aluminum frame / Size: 36 x 48 inches			
	214	pc	CORRECTION TAPE, Size: 5mm width x 6 m length			
	1	pc	CUTTER, Heavy duty / 25mm width x 0.7mm thick blade			
	2	pc	CUTTER BLADE, refill, big (25mm)			
	1	pc	DOCUMENT HOLDER, Specs: Free-standing with adjustable			



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			viewing angle; with clip and clear line guide; holds A4/legal size papers			
	1	box	FASTENER, For paper / Metal / Size: 7 cm / 50 sets per box			
	1	box	FOLDER, FILE/TAGBOARD, Size: Legal / Color: Violet / 50pcs per pack			
	1	pack	FOLDER, FILE/TAGBOARD, Size: Legal / Color: White / 100 pcs per pack			
	1	box	FOLDER, FILE/TAGBOARD, Size: A4 / Color: White			
	1	box	FOLDER, PRESSBOARD, A4;100pcs/box; Yellow green			
	2	box	FOLDER, PRESSBOARD, Local / Expanding / Size: Legal / 100 pcs per box / Color: Green			
	3	box	FOLDER, PRESSBOARD, LEGAL; 100pcs/box; black			
	1	lit	GLUE, white			
	1	unit	GLUE GUN, big			
	10	pc	GLUE STICK, big			
	1	pc	LEVER ARCH FILE, Legal (Blue), 2 ring, Dimension: 9 x 29 x 36 cm			
	1	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Blue			
	10	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Green			
	13	pc	MARKING PEN, Permanent / Fine / Color: Black			
	5	pc	MARKING PEN, For whiteboard / Color: Black / Fine			
	2	pc	MARKING PEN, permanent ink, fine, black			
	31	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			



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	13	pad	MEMO NOTE PAD, Size: 2 x 3 inches / Assorted Colors / 100 sheets per pad			
	18	pad	MEMO NOTE PAD, Size: 3 x 5 inches / Colored / 100 sheets per pad			
	7	pad	MEMO NOTE PAD, Size: 3 x 4 inches / Colored / 100 sheets per pad			
	23	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	16	pad	MEMO NOTE PAD, Size: 2 x 2 inches / colored/ 100 sheets per pad			
	8	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color			
	2	pc	METAL FILING TRAY, 3 layer 30 cm x 25cm x 38 cm			
	100	pc	NOTEBOOK, Steno / Size: 6 x 9.5 inches / 40-60 leaves / Ruled			
	21	pack	PAPER, BOARD, Size: A4 / Color: White / 200 gsm / 10 sheets per pack			
	20	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			
	241	ream	PAPER, BOOK, Size: Legal / 80 gsm / 500 sheets per ream			
	30	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	5	ream	PAPER, BOOK, A4, 24/80 gsm ultra white			
	1	ream	PAPER, CONSTRUCTION, Size: Letter / Assorted colors / 250 sheets per ream			
	5	pack	PAPER, LAID, LONG; 10s			
	5	pack	PAPER, LAID, SHORT; 10s			
	1	ream	PAPER, PHOTO, Matte, A4,			



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			220gsm, 10's			
	3	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	65	pack	PAPER, STICKER, Size: A4 / Matte / 10 sheets per pack			
	1	pack	PAPER, STICKER, Size: A4 / Glossy / 10 sheets per pack			
	4	box	PEN, BALLPOINT, Color: Black / Size: 0.7 mm / 12pcs per box			
	2	box	PEN, BALLPOINT, Color: Blue / Size: 0.7 mm / 12 pcs per box			
	24	pc	PEN, BALLPOINT, Retractable / Color: Black / Size: 0.5 mm			
	128	pc	PEN, GEL, Color: Black / Size: 0.5 mm			
	44	pc	PEN, GEL, Color: Blue / Size: 0.5 mm			
	2	pc	PEN, GEL, Color: Green / Size: 0.5 mm			
	5	pc	PEN, TECHNICAL, Size: 0.5 mm / Color Black			
	22	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	1	box	PIN, PUSH, flat head type, 100pcs per box			
	4	unit	PUNCHER, For paper / 2 hole / Heavy Duty			
	4	box	PUSH PIN, 50 pcs per box / Colored			
	5	pc	RECORD BOOK, Size: 8.5 x 11 inches / 200 pages			
	2	box	RING BINDER, Plastic 8mm; black or White; 100 pcs/box			
	2	box	RING BINDER, Plastic; 10mm; black or white; 100pcs/box			
	15	pc	RING BINDER, 1/4			
	2	unit	RUBBER STAMP, Customized, Self-inking stamp, Pad Sie: 26x10mm			
	3	pair	SCISSORS, Size: 8 inches / Stainless steel blades / Soft			



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	2	pc	grip handles / For heavy weight paper SELF INKING STAMP, customzied/ per attached lay out/design			
	4	each	STAMP PAD, felt pad, min 60mm x 100mm			
	1	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Black			
	5	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Blue			
	50	box	STAPLE WIRE, Size: #35 / 5,000 pcs per box			
	2	box	STAPLE WIRE, Size: #24/6 / 5,000 pcs per box			
	1	unit	STAPLER, With side remover / Heavy duty / Size: #35			
	1	pc	STAPLER, Specs: Long reach, uses #35 staple wire			
	3	each	STAPLER, Size: #10 / Heavy duty			
	36	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	1	unit	TAPE DISPENSER, Heavy Duty / For 1 inch size tape			
	22	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / Size: 1 inch width x 10 meters length			
	6	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / with foam / Size: 1 inch width x 10 m length			
	22	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	14	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	6	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	3	roll	TAPE, PACKAGING, Size: 1 inch width x 50 meters length			
	21	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	10	roll	TAPE, TRANSPARENT, Size:			



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	22	roll	1.5 inches width x 50 meters length TAPE, TRANSPARENT, Size: 2 inches width x 50 meters length			
	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 184,739.43
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: _____