



Republic of the Philippines  
Department of Agriculture

**Philippine Center for Postharvest Development and Mechanization**

CLSU Compound, Science City of Munoz, Nueva Ecija

Telephone Nos. 09178004526(Globe) ; 09178130852 (Globe) loc. 144/142/143/144

Email add.: amp@philmech.gov.ph

**REQUEST FOR QUOTATION**

RFQ No.: 23-07-586

PR No.: 23-07-A-170

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 July 17, 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		
	3	box	BALLPEN, BALLPOINT, BLACK, 12PCS/BOX			
	2	pc	BATTERY, LR44/A76 / Alkaline Original			
	7	pack	BATTERY, AA / 2 pcs per pack			
	10	pack	BATTERY, AAA / 2 pcs per pack			
	100	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			
	5	pc	CERTIFICATE FRAMES, Letter / with glass / wood frame / 8.5x11 inches			
	3	pack	CLEAR SHEET PROTECTORS, Transparent, 11-hole pocket, Size: A4 / 100 pieces per pack			
	6	pc	CLEARBOOK, Refillable / 20 pockets / Size: Legal			
	6	pc	CLEARBOOK, Refillable / 20			



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			pockets / Size: A4			
	1	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	7	box	CLIP, BACKFOLD/BINDER, Size: 3/4" or 19mm / All metal / 12 pcs per box			
	9	box	CLIP, BACKFOLD/BINDER, Size: 1" or 25mm / All metal / 12 pcs per box			
	7	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	2	box	CLIP, BINDER, 15mm			
	11	box	CLIP, PAPER, Size: 1" / Vinyl coated / 100 pcs per box			
	11	box	CLIP, PAPER, Size: Jumbo / Vinyl coated / 100 pcs per box			
	139	pc	CORRECTION TAPE, Size: 5mm width x 6 m length			
	2	pack	ENVELOPE, DOCUMENTARY, Legal; Brown; 10pcs/pack			
	2	pc	ENVELOPE, PLASTIC, with handle, legal sized, zipper type			
	7	box	FASTENER, For paper / Metal / Size: 7 cm / 50 sets per box			
	25	pc	FOLDER, Clear / Sliding / Legal / Assorted colors			
	3	btl	GLUE, Multi purpose (130 grams per bottle)			
	2	pc	MARKING PEN, permanent ink, fine, black			
	10	pc	MARKING PEN, Permanent / Fine / Color: Black			
	2	pad	MEMO NOTE PAD, Size: 2 x 2 inches / colored/ 100 sheets per pad			
	4	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color			
	10	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			
	10	pad	MEMO NOTE PAD, Size: 2 x 3			



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			inches / Assorted Colors / 100 sheets per pad			
	10	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	12	booklet	OFFICIAL RECEIPT, 51C			
	5	pack	PAPER, BOARD, Size: Legal / Color: White / 200 gsm / 10 sheets per pack			
	4	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	33	pack	PAPER, STICKER, Size: A4 / Matte / 10 sheets per pack			
	1	pack	PAPER, STICKER, Size: A4 / Glossy / 10 sheets per pack			
	2	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			
	12	pc	PEN, BALLPOINT, Retractable / Color: Black / Size: 0.5 mm			
	80	pc	PEN, GEL, Color: Black / Size: 0.5 mm			
	5	pc	PEN, GEL, Color: Red / Size: 0.5 mm			
	5	pc	PEN, GEL, Color: Green / Size: 0.5 mm			
	5	pc	PEN, TECHNICAL, Size: 0.5 mm / Color Black			
	13	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	4	box	PUSH PIN, 50 pcs per box / Colored			
	10	pc	RECORD BOOK, Size: 8.5 x 11 inches / 300 pages			
	10	pc	RECORD BOOK, Size: 8.5 x 11 inches / 500 pages			
	2	box	RING BINDER, Plastic 8mm; black or White; 100 pcs/box			
	2	box	RING BINDER, Plastic; 10mm; black or white; 100pcs/box			



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	1	each	STAMP PAD, felt pad, min 60mm x 100mm			
	5	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Blue			
	50	box	STAPLE WIRE, Size: #35 / 5,000 pcs per box			
	7	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	3	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / Size: 1 inch width x 10 meters length			
	10	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	6	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	4	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	3	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	5	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length			
	14	roll	TAPE, TRANSPARENT, Size: 2 inches width x 50 meters length			

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



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**General Conditions**

1. The Approved Budget for the Contract (ABC) is Php 61,157.88
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: \_\_\_\_\_

~~Phil~~GEPS Registration No.: \_\_\_\_\_

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

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

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