



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. 141/142/143/144;
 Email add.: Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : C-23-10-193
 PR No. : 23-10-D-238

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 October 31, 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	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Per Request		
			Offer/Brand/Model		
1	3	pc	CLIP BOARD - With cover / Size: A4 / Assorted Color		
2	15	box	CLIP, BACKFOLD/BINDER Size: 3/4" or 19mm / All metal /		
3	15	box	12 pcs per box Size: 1" or 25mm / All metal / 12 pcs per box		
4	10	box	CLIP PAPER - Size: 1" / Vinyl coated / 100 pcs per box		
5	3	ltr	GLUE - Multi-purpose Glue; White		
6	9	pc	LEVER ARCH FILE - Legal (Blue), 2 ring, Dimension: 9 x 29 x 36 cm		
7	9	pc	MAGAZINE FILE Material: Hardboard paper / Size: Legal or L 15.5 x W 4 x H 9.5 in / Color: Blue		
8	30	pc	MARKING PEN Permanent / Broad / Color: Black		
9	15	pc	For whiteboard / Color: Black / Fine		
10	50	pc	Fluorescent / 3 colors per set		
11	20	ream	PAPER, BOOK Size: Letter / 80 gsm / 500 sheets per ream		
12	60	ream	Size: A4 / 80 gsm / 500 sheets per ream		



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13	40	ream	Size: Legal / 80 gsm / 500 sheets per ream			
14	9	pack	PAPER, PHOTO Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
15	50	box	PEN, BALLPOINT - Color: Black / Size: 0.7 mm/ 12pcs per box			
16	30	pc	PEN GEL Color: Black / Size: 0.5 mm			
17	30	pc	Color: Blue / Size: 0.5 mm			
18	15	box	PENCIL, LEAD - With eraser / #2 / 12 pcs per box			
19	3	box	RING BINDER - 1/2"; for Renz Binder			
20	6	unit	STAPLER - Heavy duty; Stapling capacity of 210 sheets 70gsm paper			
21	9	roll	TAPE, MASKING - Size: 1 inch width × 50 meters length			
22	9	roll	TAPE, TRANSPARENT Size: 2 inches width × 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 63,641.00.
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: _____