



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.: 24-01-121

PR No.: 24-01-A-77

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 January 30, 2024

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.

RICHELLE ANN L. MOROTA

Authorized Official

Buyer/Canvasser

ITEM NO.	QTY	UNIT	ITEMS/SPECIFICATION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
	15	pc	BALLPEN, Type: Retractable ballpoint pen Ink color: Black With soft, non-slip grip, 0.5mm			
	50	pc	BALLPEN, Type: Retractable ballpoint pen Ink color: Black With soft, non-slip grip, 0.5mm			
	19	box	BALLPEN, BALLPOINT, Color: Black / Size: 0.7 mm/ 12pcs per box			
	57	box	BALLPEN, BALLPOINT, Color: Black / Size: 0.7 mm/ 12pcs per box			
	10	pack	BATTERY, AA / Rechargeable / At least 2300 mah capacity / 4 pcs per pack			
	10	pack	BATTERY, AAA / Rechargeable / At least 700 mah capacity / 4 pcs per pack			
	5	pack	BATTERY, AA, Rechargeable, Li-ion, At least 1200 mah capacity, 4 pcs per pack			
	5	pack	BATTERY, AAA, Rechargeable, Li-ion, At least 900 mah capacity, 4 pcs per pack			
	12	pack	BATTERY, AA Lithium Battery 4pcs/pack			



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	20	pc	BATTERY 9V, Energizer 9 Volts Lithium Battery			
	56	pack	BATTERY, AA, Pack of 4 AA Lithium Battery Performs in extreme temperatures (-40°C to 60°C) Leak-resistant construction Holds power up to 20 years			
	24	pack	BATTERY, AAA, Pack of 4 AAA Lithium Battery Performs in extreme temperatures (-40°C to 60°C) Leak-resistant construction Holds power up to 20 years			
	2	pack	CARTOLINA, assorted color			
	5	pc	CERTIFICATE FRAMES, Letter / with glass / wood frame / 8.5x11 inches			
	2	pack	CLEAR SHEET PROTECTORS, Transparent pockets for 2,3 and 4 ring binders Size: A4			
	3	pc	CLEARBOOK, Refillable / 20 pockets / Size: Legal			
	6	pc	CLEARBOOK, Refillable / 20 pockets / Size: A4			
	15	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	40	box	CLIP, BACKFOLD/BINDER, Size: 3/4" or 19mm / All metal / 12 pcs per box			
	37	box	CLIP, BACKFOLD/BINDER, Size: 1" or 25mm / All metal / 12 pcs per box			
	43	box	CLIP, BACKFOLD/BINDER, Size: 2" or 51mm / All metal / 12 pcs per box			
	18	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	23	box	CLIP, BINDER, 15mm			
	19	box	CLIP, PAPER, Size: 1" / Vinyl coated / 100 pcs per box			
	16	box	CLIP, PAPER, Size: Jumbo / Vinyl coated / 100 pcs per box			
	156	pc	CORRECTION TAPE, Size:			



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			5mm width x 8 m length			
	25	pc	DATA FILE BOX, Cardboard / Size: 5 x 9 x 15-3/4 inches			
	10	roll	DOUBLE SIDED TAPE, 1" x 10 m/ roll			
	2	pack	ENVELOPE, DOCUMENTARY, Legal; Brown; 10pcs/pack			
	5	box	ENVELOPE, DOCUMENTARY, Size: Legal / Color: Brown / 500 pcs per box			
	5	pc	ENVELOPE, EXPANDING, Size: Legal / Color: Red / with garter			
	10	pc	ERASER, RUBBER, Size: 58 x 18 x 8 mm / for pencil draft/writing			
	58	box	FASTENER, For paper / Metal / Size: 7 cm / 50 sets per box / Rust free / Non-sharp edges / For loose-leaf filing / Capacity: 2" / Safety Prong paper fasteners			
	17	pc	FOLDER, Clear / Sliding / Legal / Assorted colors			
	1	box	FOLDER, FILE/TAGBOARD, Size: A4 / Color: White			
	2	btl	GLUE, Multi purpose (130 grams per bottle)			
	20	pc	GLUE STICK, big			
	5	box	INDEX TAB, Transparent / Self adhesive / 5 sets per box			
	1	btl	INK REFILL, For permanent marker / Color: Black / Size: 30ml			
	3	btl	INK REFILL, For whiteboard marker, black, 30ml			
	5	pc	MAGAZINE FILE, Material: Hardboard paper / Size: Standard or L 10 x W 4 x H 12.5 in/ Color: Blue			
	9	set	MARKING PEN, Fluorescent / 3 colors per set			
	15	pc	MARKING PEN, For whiteboard / Color: Black / Fine			
	2	pc	MARKING PEN, permanent			



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			Per Request	Offer/Brand/Model		
			ink, fine, black			
	40	pc	MARKING PEN, PERMANENT, fine, BLACK			
	10	pad	MEMO NOTE PAD, Size: 2 x 2 inches / colored/ 100 sheets per pad			
	10	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color			
	5	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			
	5	pad	MEMO NOTE PAD, Size: 2 x 3 inches / Assorted Colors / 100 sheets per pad			
	5	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	345	pc	NOTEBOOK, Steno / Size: 6 x 9.5 inches / 40-60 leaves / Ruled			
	59	pack	PAPER, BOARD, Size: A4 / Color: White / 200 gsm / 10 sheets per pack			
	9	pack	PAPER, BOARD, Size: Legal / Color: White / 200 gsm / 10 sheets per pack			
	26	pack	PAPER, BOARD, Size: Letter / Color: White / 200 gsm / 10 sheets per pack			
	206	ream	PAPER, BOOK, Size: A4 / 80 gsm / 500 sheets per ream			
	143	ream	PAPER, BOOK, Size: Legal / 80 gsm / 500 sheets per ream			
	1	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	5	each	PAPER, MANILA			
	2	pack	PAPER, PHOTO, Matte / Double sided / Size: Legal/ 220 gsm / 10 sheets per pack			
	2	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	7	pack	PAPER, PHOTO, Matte / Double sided / Size: A4 / 220			



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			gsm / 10 sheets per pack			
	14	pack	PAPER, STICKER, Size: A4 / Matte / 10 sheets per pack			
	21	pack	PAPER, STICKER, Size: A4 / Glossy / 10 sheets per pack			
	8	box	PEN, BALLPOINT, Color: Blue / Size: 0.7 mm / 12 pcs per box			
	3	box	PEN, BALLPOINT, Color: Red / Size: 0.7 mm / 12 pcs per box			
	225	pc	PEN, GEL, Color: Black / Size: 0.5 mm			
	112	pc	PEN, GEL, Color: Blue / Size: 0.5 mm			
	26	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	5	ream	PVC BINDING COVER, acetate film; A4; 200 micron; 50pcs/ream			
	10	box	RING BINDER, 3/8" for Renz binder			
	2	unit	SHARPENER, For pencil / mountable type with clamp / Single cutter-head / One-hole guide / 9-10 mm in diameter			
	48	box	STAPLE WIRE, Size: #35 / 5,000 pcs per box			
	32	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	14	pad	STICKY NOTE, Size: 2 x 2 inches / Color: Green / 100 sheets per pad			
	13	pack	STICKY NOTE, Size: 3 x 3 inches, 100 sheets per pad, assorted colors			
	2	pack	STICKY NOTE, Size: 2 x 3 inches / 100 sheets per pad / Assorted color			
	2	pack	STICKY NOTE, Size: 3 x 5 inches / 100 sheets per pad / Assorted color			
	2	pc	STORAGE BOX, Cardboard / with lid / 15.5 x 12.5 x 11.2 inches			
	7	roll	TAPE, DOUBLE ADHESIVE,			



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			Heavy duty / Size: 1 inch width x 10 meters length			
	7	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	17	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	22	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	10	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	5	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length			
	10	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 254,195.06
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: _____