



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.: 24-04-420

PR No.: 24-04-A-102

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 April 29, 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 I. 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			
	5	pc	BALLPEN, Type: Retractable ballpoint pen Ink color: Black With soft, non-slip grip, 0.5mm			
	23	box	BALLPEN, BALLPOINT, Color: Black / Size: 0.7 mm/ 12pcs per box			
	53	box	BALLPEN, BALLPOINT, Color: Black / Size: 0.7 mm/ 12pcs per box			
	15	pc	BATTERY, LR44/A76 / Alkaline Original			
	21	pack	BATTERY, AA; 2 pcs/pack			
	20	pack	BATTERY, AAA; 2 pcs/pack			
	2	pack	BATTERY, AA Lithium Battery 4pcs/pack			
	1	unit	BOOK BINDER, adjustable, 1 to 21 holes, single punch: 25 sheets, single binding 450 sheets, product size: 450*330*435mm			
	5	unit	CALCULATOR, 12-Digit Extra Large Display / Two-way power / Tilt LCD Display /			



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			Dimension: 140 x 197 x 28 mm			
	10	pc	CERTIFICATE FRAMES, Letter / with glass / wood frame / 8.5x11 inches			
	4	pack	CLEAR SHEET PROTECTORS, Transparent pockets for 2,3 and 4 ring binders Size: A4			
	6	pc	CLEARBOOK, Refillable / 20 pockets / Size: A4			
	130	box	CLIP, BACKFOLD/ BINDER, Size: 1 5/8" or 41mm / All metal / 12 pcs per box			
	45	box	CLIP, BACKFOLD/BINDER, Size: 3/4" or 19mm / All metal / 12 pcs per box			
	167	box	CLIP, BACKFOLD/BINDER, Size: 1" or 25mm / All metal / 12 pcs per box			
	125	box	CLIP, BACKFOLD/BINDER, Size: 2" or 51mm / All metal / 12 pcs per box			
	90	box	CLIP, BACKFOLD/BINDER, Size: 1 1/4" or 32mm / All metal / 12 pcs per box			
	5	box	CLIP, BINDER, 15mm			
	31	box	CLIP, PAPER, Size: 1" / Vinyl coated / 100 pcs per box			
	41	box	CLIP, PAPER, Size: Jumbo / Vinyl coated / 100 pcs per box			
	263	pc	CORRECTION TAPE, Size: 5mm width x 8 m length			
	2	pc	DESK TRAY, 2 layers / Plastic / Color: Black			
	10	roll	DOUBLE SIDED TAPE, 1" x 10 m/ roll			
	21	pc	ERASER, RUBBER, Size: 58 x 18 x 8 mm / for pencil draft/writing			
	38	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			
	10	pc	FOLDER, Clear / Sliding /			



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			Legal / Assorted colors			
	3	box	FOLDER, FILE/TAGBOARD, Size: A4 / Color: White			
	4	box	FOLDER, PRESSBOARD, Local / Expanding / Size: Legal / 100 pcs per box / Color: White			
	25	pc	MARKING PEN, permanent ink, fine, black			
	20	pc	MARKING PEN, For whiteboard / Color: Black / Fine			
	20	pc	MARKING PEN, For whiteboard / Color: Blue/ Fine			
	20	pc	MARKING PEN, For whiteboard, Color red, fine			
	10	pc	MARKING PEN, PERMANENT, fine, BLACK			
	20	pad	MEMO NOTE PAD, Size: 4 x 6 inches / 100 sheets per pad / Assorted color			
	20	pad	MEMO NOTE PAD, Size: 3 x 3 inches / Assorted Colors / 100 sheets per pad			
	20	pad	MEMO NOTE PAD, Size: 2 x 3 inches / Assorted Colors / 100 sheets per pad			
	20	pad	MEMO NOTE PAD, Size: 3 x 5 inches / Colored / 100 sheets per pad			
	60	pad	MEMO NOTE PAD, Size: 3 x 4 inches / Colored / 100 sheets per pad			
	60	pad	MEMO NOTE PAD, Size: 1.5 x 2 inches, 100 sheets per pad/ assorted color			
	1	unit	METAL MESH TRAY DESK FILE ORGANIZER, Document paper organizer, stackable rack, 4 tier			
	235	pc	NOTEBOOK, Steno / Size: 6 x 9.5 inches / 40-60 leaves / Ruled			
	6	pack	PAPER, ART, 30's			
	80	pack	PAPER, BOARD, Size: A4 / Color: White / 200 gsm / 10 sheets per pack			



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			Per Request	Offer/Brand/Model		
	50	pack	PAPER, BOARD, Size: Legal / Color: White / 200 gsm / 10 sheets per pack			
	17	pack	PAPER, BOARD, Size: Letter / Color: White / 200 gsm / 10 sheets per pack			
	319	ream	PAPER, BOOK, Size: A4 / 80 gsm / 500 sheets per ream			
	137	ream	PAPER, BOOK, Size: Legal / 80 gsm / 500 sheets per ream			
	20	ream	PAPER, BOOK, Size: Letter / 80 gsm / 500 sheets per ream (for Cashier's Use only)			
	2	ream	PAPER, BOOK, Folio			
	4	each	PAPER, MANILA			
	14	pack	PAPER, PHOTO, Glossy / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	8	pack	PAPER, PHOTO, Matte / Double sided / Size: A4 / 220 gsm / 10 sheets per pack			
	2	pack	PAPER, PHOTO, Matte / Double sided / Size: Legal / 220 gsm / 10 sheets per pack			
	34	pack	PAPER, STICKER, Size: A4 / Matte / 10 sheets per pack			
	26	pack	PAPER, STICKER, Size: A4 / Glossy / 10 sheets per pack			
	5	pc	PEN, GEL, Color: Green / Size: 0.5 mm			
	204	pc	PEN, GEL, Color: Black / Size: 0.5 mm			
	113	pc	PEN, GEL, Color: Blue / Size: 0.5 mm			
	66	pc	PEN, GEL, Color: Red / Size: 0.5 mm			
	20	pc	PEN, GEL, Color: Black / Size: 1 mm			
	28	box	PENCIL, LEAD, With eraser / #2 / 12 pcs per box			
	12	pc	PHOTO ALBUM, - Acid-free - Length: 28cm - Height: 34cm - No. Of leaves: 15 - Spring Binding			



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	3	unit	PUNCHER, For paper / 2 hole / Heavy Duty			
	2	ream	PVC BINDING COVER, acetate film; A4; 200 micron; 50pcs/ream			
	2	ream	PVC BINDING COVER, acetate film; legal; 200 micron; 50pcs/ream			
	20	pc	RECORD BOOK, Size: 8.5 x 11 inches / 300 pages			
	15	box	RING BINDER, Plastic 8mm; black or White; 100 pcs/box			
	1	box	RING BINDER, Plastic for legal size, 12mm, white			
	1	box	RING BINDER, Plastic for legal size, 16mm, white			
	1	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			
	12	pair	SCISSORS, Size: 8 inches / Stainless steel blades / Soft grip handles / For heavy weight paper			
	1	unit	SHARPENER, For pencil / mountable type with clamp/ Single cutter-head /One-hole guide/ 9-10 mm in diameter			
	1	pc	STAMP PAD, violet, felt pad, 90x 160mm			
	20	btl	STAMP PAD INK, Size: 50 ml / with brush / Color: Purple			
	68	box	STAPLE WIRE, Size: #35 / 5,000 pcs per box			
	14	unit	STAPLER, Size: #10 / Heavy duty			
	84	pack	STICKY FLAG, Size: 0.5 x 1.7 inches / 5 colors / 250 sheets per pack			
	7	pack	STICKY NOTE, Size: 3 x 3 inches, 100 sheets per pad, assorted colors			



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	5	pack	STICKY NOTE, Size: 2 x 3 inches / 100 sheets per pad / Assorted color			
	5	pack	STICKY NOTE, Size: 3 x 5 inches / 100 sheets per pad / Assorted color			
	1	pc	STORAGE BOX, Cardboard / with lid / 15.5 x 12.5 x 11.2 inches			
	22	roll	TAPE, DOUBLE ADHESIVE, Heavy duty / Size: 1 inch width x 10 meters length			
	26	roll	TAPE, MASKING, Size: 1 inch width x 50 meters length			
	9	roll	TAPE, MASKING, Size: 2 inches width x 50 meters length			
	20	roll	TAPE, PACKAGING, Size: 2 inches width x 50 meters length			
	29	roll	TAPE, TRANSPARENT, Size: 1 inch width x 50 meters length			
	2	roll	TAPE, TRANSPARENT, Size: 1.5 inches width x 50 meters length			
	41	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 285,435.20
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: _____