



Republic of the Philippines
DEPARTMENT OF AGRICULTURE

Regional Field Unit No. 12
Koronadal City

Solicitation No.: _____

Date: **September 23, 2020**

REQUEST FOR SUBMISSION OF PRICE QUOTATIONS

The Department of Agriculture RFO-XII through the Bids and Awards Committee (BAC) invites Supplier, Dealers & Distributors in good standing to submit price quotation for the following:

Supply & Delivery of Various Office Supplies

864,189.60

- 100 bot Alcohol, ethyl, 68-70%, scented, 500ml
- 40 pcs Certificate of Holder, A4
- 40 pcs Certificate of Holder, legal size
- 100 pcs Correction Tape, disposable, useable, length of 6 meters (min)
- 10 boxes Envelope, Expanding Kraftboard for legal size doc
- 100 pcs Envelope, Expanding, plastic, 0.50mm thickness min
- 40 Packs Folder L type for A4 size
- 40 packs Folder L type for legal size
- 40 pcs Polish Cleaner, furniture, 300ml
- 60 jars Glue, all purpose, gross weight: 200 g min.
- 190 pcs Ink cart, Epson C13T664100 (T6641) black
- 130 pcs Ink cart, Epson C13T664200 (T6642) cyan
- 130 pcs Ink cart, Epson C13T664300 (T6643) magenta
- 130 pcs Ink cart, Epson C13T664300 (T6644) yellow
- 185 pcs Ink. Refill for Epson L3110 printer (C13T00V100) , black
- 130 pcs Ink. Refill for Epson L3110 printer (C13T00V200) , cyan
- 130 pcs Ink. Refill for Epson L3110 printer (C13T00V300) , magenta
- 130 pcs Ink. Refill for Epson L3110 printer (C13T00V400), yellow
- 80 pcs LED Linear Tube 18 watts FP Series
- 60 pcs lolar file, side clip, legal size
- 40 pcs marker permanent, bullet type black
- 40 pcs marker permanent, bullet type blue
- 40 pcs marker permanent, bullet type Red
- 100 sets marker fluorescent , 3 assorted colors per set
- 12 pcs Mini Wireless lavalier lapel clip microphone mic system FM
- 100 pcs Notebook, stenographer, spiral, 40 leaves
- 100 pads Note Pad, stick on 50mm x 76mm (2" x 3")
- 100 pads Note Pad, stick on 76mm x 100mm (3" x 4")
- 100 pads Note Pad, stick on 76mm x 100mm (3" x 3")
- 40 reams Paper, multicopy, 80gsm, letter
- 180 reams Paper, multicopy, 80 gsm, legal
- 180 reams Paper, multicopy, 80 gsm, A4
- 100 boxes Paper Clip, vinyl /plastic coat, length: 32mm min
- 100 boxes Paper Clip, vinyl /plastic coat, length: 50mm min
- 100 boxes Paper Fastener, metal, 70mm between prongs

100 boxes Pencil, lead w/ eraser, wood cased, hardness: HB
20 pcs Puncher, paper HD, with Two Hole guide
10 bundles Rags, All cotton, 32 pieces per Kilo per bundle
100 pcs Ruler, stainless, 450m (18"), width: 38mm min
60 pcs Stapler, HD standard type, load cap. 200 staples min
60 pcs Staple Remover, Plier Type
200 boxes Staple wire, standard (26/6)
100 pairs Scissors, symmetrical, blade length: 65mm min
100 pcs sign pen black, liquid/gel ink, 0.5 mm needle tip
100 pcs sign pen blue, liquid/gel ink, 0.5 mm needle tip
100 pcs sign pen, G-tech point, 0.4 black
100 pcs sign pen, G-tech point, 0.4 blue
40 boxes Post it, sign here
100 rolls Tape, Electrical, 18mm x 16M min
100 rolls Tape, Masking, width : 24mm (±1mm)
60 rolls Tape, Masking, width : 48mm (±1mm)
100 rolls Tape, Packaging, width : 48mm (±1mm)
100 rolls Tape, transparent, width : 24mm (±1mm)
100 rolls Tape, transparent, width : 48mm (±1mm)
100 packs Toilet Tissue Paper, 2 ply, 100% recycled
40 packs Trashbag, Plastic, Transparent, 10 pcs/roll

Delivery period: 60 calendar days

Delivery site: DA-RFO 12, Koronadal City

Note: Bidders must quote in all items (by lot) in a **Sealed Envelope** together with Mandatory requirements

Submission of:

PhilGEPS Certificate/ Red Membership

1. Mayor/Business Permit
2. PhilGEPS Certificate / RED membership /Registration Number
3. Income Tax Return (ITR)
4. Omnibus Sworn Statement (Original Copy duly Notarized and submit a copy of board resolution/SPA (bidders representative)

Additional Requirements:

Bidders must submit a Pictures/Brochures/Menu offered and state the Brand & Specification to the Quotation

Issuance of bidding documents: September 23, 2020 8:00am-5:00pm at BAC Secretariat

Deadline for submission of bids September October 1, 2020 8:am-2:00pm at BAC Secretariat

Opening of Bids : October 1, 2020 2:00 am, Koronadal City

All particulars to the bidding, eligibility check, evaluation of bids and award to contract shall be governed by the Revised implementing Rules and Regulations (IRR-A) of the Republic Act No. 9184 otherwise known as Government Procurement Reform Act (GPRA).

The Department of Agriculture RFO-XII reserves the right to reject any or all bids or parts thereof, waives any formality, to accept bids considered complying and most advantageous to the government, assumes no obligation to compensate or indemnify the bidder for expenses or losses that it may have incurred in the preparation of bids, and does not guarantee that an award will be made.

LORNA P. VILBAR, Ph.D
Chairperson, Bids and Awards Committee