



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**

**69,995.00**

- 30 reams Bond Paper, A4 size, 80 gsm, S-24, 500s/ream
- 20 reams Bond paper, legal size, 80 gsm, S-24, 500s/ream
- 10 boxes fastener plastic FS-5507 assorted color, 50s per box
- 4 pcs standard desktop calculator DX – 120B
- 60 bot ink refill for Epson printers (black)
- 30 bot ink refill for Epson printers (cyan)
- 30 bot ink refill for Epson printers (magenta)
- 30 bot ink refill for Epson printers (yellow)
- 10 packs parchment paper, 90 gsm, letter, color: ream or sky blue, 10s/pack
- 50 pcs Certificate/Diploma Holder, assrt color, A4 size
- 3 packs cartolina assrt color, 20s/pack
- 12 pcs correction tape, 5mmx 8m
- 3 boxes G-2 gel pen .5, 12//boxes, blue
- 3 boxes G-2 gel pen .5, 12//boxes, black
- 1 box G-2 gel pen .5, 12//boxes, red
- 3 boxes ballpen, good quality writing pen, blue 12s/box
- 3 boxes ballpen, good quality writing pen, black 12s/box
- 1 box ballpen, good quality writing pen, red 12s/box

Delivery period: 30 calendar days

Delivery site: DA-RFO 12, Koronadal City (PRDP)

**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