



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

999,655.83

47	can	AIR FRESHENER, 280ml/150g min
97	bottle	ALCOHOL, 68-72% ethyl, 250 ml.
198	bottle	ALCOHOL, 68-72% ethyl, 500 ml.
134	pcs	BALLPEN, ordinary black
50	pcs	BALLPEN, ordinary blue
30	box	BALLPEN, Black 0.3mm (ultra fine) no scratch writing feeling, soft rubber grip 12 pcs/box
13	pack	BATTERY, size AA
17	pack	BATTERY, dry cell, AAA
29	piece	BROOM, SOFT (tambo)
26	piece	BROOM, stick (tingting)
19	piece	CALCULATOR, compact, electronic, 12 digits cap
20	packs	CARTOLINA, Assorted colors
47	piece	CLEANER, Toilet Bowl and urinal cleaner
28	can	CLEANSER, scouring powder, 350grams/can
24	piece	CLEARBOOK, A4 size, 20 transparent pockets
24	piece	CLEARBOOK, Legal size, 20 transparent pockets
5	box	CLIP, Backfold, all metal, clamping: 32mm
5	box	CLIP, Backfold, all metal, clamping: 50mm
10	box	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless
92	piece	CORRECTION TAPE, disposable, usable length of 6 meters(min)
26	piece	CUTTER BLADE, for heavy duty cutter
16	piece	CUTTER KNIFE, for general purpose
28	box	DATA File Box, made of chipboard, with close ends
24	pcs	DATA Folder, made of chipboard, with close ends
2	pcs	DATING and Stamping Machine
68	piece	DETERGENT BAR
25	pouch	DETERGENT POWDER, all purpose, 1KILO
28	pouch	DETERGENT POWDER, all purpose, 500 grams

31	can	DISINFECTANT SPRAY, 400-550 grams
8	piece	DUST PAN, plastic, non-rigid plastic
70	piece	DVD Rewritable, speed, 4x min, 4.7 GB capacity min
1	box	ENVELOPE, Documentary A4 size
3	box	ENVELOPE, Documentary Legal size
54	pcs	ENVELOPE, Expanding long brown
15	box	ENVELOPE, expanding Kraftboard, legal size
3	pcs	ERASER Felt, for blackboard /whiteboard
12	unit	EXTERNAL, hard drive 1 TB
4	unit	EXTERNAL, hard drive 2 TB
4	pcs	EXTENSION, wire, HD, 10 meters, 4 gang
2	bottle	FABRIC Conditioner 500 ml
11	box	FASTENER, Metal,70mm between prongs
17	pcs	FILE Organizer @ 2 trays
74	piece	FLASH DRIVE, USB 16GB, OTG-enabled, micro-USB connector on one end, and a USB 3.0 connector on the other
5	piece	FLASH DRIVE, USB 32GB USB 2.0
2	can	FLOOR WAX, paste, red
4	piece	FLUORESCENT Lamp 18 watts, linear tubular
36	piece	FLUORESCENT Lamp 40 watts
200	piece	FOLDER, transparent side clip long
200	piece	FOLDER, transparent side clip A4
160	piece	FOLDER, clear pocket long
160	piece	FOLDER, clear pocket A4
60	pcs	FOLDER, Expanding long
1	pack	FOLDER, morocco/fancy, A4 size, 50pc/pack, w/ plastic slide
17	pack	FOLDER, morocco/fancy, legal size, 50pc/pack, w/ plastic slide
17	pack	FOLDER, Tagboard, legal size, 100pc/pack
4	pack	FOLDER, Tagboard, A4 size, 100pc/pack
9	can	FURNITURE Cleaner, aerosol type, 300 ml min per can
18	jar	GLUE, all purpose, 200 grams
4	pcs	GUN TACKER, heavy duty
11	box	Gun Tacker wire, 10mm width, 8mm length
2	pcs	Hand Book (RA 9184) 7th Edition
3	box	INDEX TAB, self-adhesive, transparent
52	bottle	INK, Refill for Epson T6641, Black
39	bottle	INK, Refill for Epson T6642, Cyan
39	bottle	INK, Refill for Epson T6643, Magenta
39	bottle	INK, Refill for Epson T6644, Yellow
30	bottle	INK, Refill for Epson L360 Printer, Black

23	pcs	INK, Refill for Epson L3110 Printer, 003 yellow
23	pcs	INK, Refill for Epson L3110 Printer, 003 magenta
23	pcs	INK, Refill for Epson L3110 Printer, 003 cyan
3	pcs	INK, Refill for Epson L3110 Printer, 003 black
5	cart	INK, no.680 tri color for HP Deskjet 3777
5	cart	INK, no.680 black for HP Deskjet 3777
12	piece	INK CARTRIDGE, 810, Black
12	piece	INK CARTRIDGE, 811, Colored
4	piece	INK, Refill for brother 5000 yellow
4	piece	INK, Refill for brother 5000 magenta
4	piece	INK, Refill for brother 5000 yellow
4	piece	INK, Refill for brother 5000 yellow
12	piece	INK CARTRIDGE, Canon Pixma G2010, GI-790 (BK)
12	piece	INK CARTRIDGE, Canon Pixma G2010, GI-790 (Magenta)
12	piece	INK CARTRIDGE, Canon Pixma G2010, GI-790 (Cyan)
12	piece	INK CARTRIDGE, Canon Pixma G2010, GI-790 (Yellow)
12	piece	INK CARTRIDGE, 704 black
36	can	INSECTICIDE, 600ml., aerosol type
2	rolls	LAMINATING Film, 9 inches & 50 meters, 250 microns
10	piece	LEVER ARCH File Top Clip Binder Legal size
8	piece	LIGHT BULB, Led, 24 watts
2	piece	MAGAZINE, File Box, Large size, made of chipboard
38	set	MARKER, fluorescent, 3 colors/set
61	piece	MARKING PEN, permanent, black (fine, refillable)
32	piece	MARKING PEN, permanent, black (broad, refillable)
26	piece	MARKING PEN, permanent, blue (fine, refillable)
12	piece	MARKING PEN, permanent Red
41	piece	MARKING PEN, whiteboard, black, (fine, refillable)
36	piece	MARKING PEN, whiteboard, black, (broad, refillable)
3	piece	MOP, BUCKET, heavy duty hard plastic
4	piece	MOP, Handle, heavy duty, aluminum, screw type
7	piece	MOP, Head, made of rayon, weight : 400 grams
10	piece	MOUSE, wireless type, optical
2	piece	MOUSE, Optical usb type
36	pad	NOTE PAD, (2"x3") 100sheets per pad
94	pad	NOTE PAD, (3"x3") 100sheets per pad
46	pad	NOTE PAD, (3"x4") 100sheets per pad, yellow/green
9	box	PAPER CLIP, backfold 32mm
5	box	PAPER CLIP, backfold 19mm
5	box	PAPER CLIP, backfold 25mm
5	box	PAPER CLIP, backfold 50mm
17	box	PAPER CLIP, vinyl/plastic coated, 32mm min

17	box	PAPER CLIP, vinyl/plastic coated, 48mm min
1	unit	PAPER cutter heavy duty
2	unit	PAPER Cutter, metal , A4 size
1	unit	PAPER Trimmer/Cutting Machine, max paper size;B4
15	box	PAPER FASTENER, metal, 70mm between prongs
4	box	PAPER FASTENER, plastic, 25m, 50 sets/box
95	ream	PAPER, multicopy, legal, 70gsm (216 x 330mm)
355	ream	PAPER, multicopy, legal, 80gsm, subs. 20, (216 x 330mm)
353	ream	PAPER, multicopy, A4, 80gsm, subs. 20, (210mm x 297mm)
99	ream	PAPER, multicopy, A4, 70gsm, subs. 20
15	ream	PAPER, multicopy, letter size 80 gsm
70	pack	PAPER, linen, legal size, thick, 10's/pack,
25	pack	PAPER, linen, A4 size, 20 sheets/packs
15	packs	PAPER, linen, Legal size, 20 sheets/pack
3	ream	PAPER, parchment size 210 x 297mm
5	pcs	PENCIL, lead, w/ eraser, # 2
18	box	PENCIL, Lead, w/eraser, wood cases, hardness: HB
150	box	PENCIL # 2, 10's/box
6	piece	PENCIL SHARPENER, heavy duty, 1 pc in individual plastic case
100	piece	PLASTIC Sliding folder
3	piece	PRESENTATION clicker
2	piece	PRINTER, Laser, monochrome, network ready
1	unit	PRINTER with photocopier with scanner L3110
2	unit	PRINTER, print, scan, copy continuous ink, colored
15	pack	PHOTO PAPER, A4 size, 20 sheets
60	pad	POST IT, Sign Here
8	piece	PUNCHER, paper, heavy duty, with two hole guide
2	packs	PVC Cover, A4 size, 100 pcs per pack, clear white
16	bundle	RAG, COTTON, all cotton, 32 pieces per kilo per bundle
27	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min
8	book	RECORD BOOK, 500 pages, Smyth sewn
8	box	RETRACTABLE Ball Point Pen, 0.7mm needle tip (12 pcs/box)
13	box	RUBBER band, 70mm min lay flat length # 18
20	piece	RULER, plastic, 450mm, 1pc individual plastic
29	pcs	SCISSORS, symmetrical, blade length: 65 mm min
17	piece	SCISSORS, Heavy Duty size 8"
12	pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm
37	pcs	SIGN PEN, G-tech point 0.4 black
28	pcs	SIGN PEN, G-tech point 0.4 blue
229	piece	SIGN PEN, black, 0.5mm, liquid/gel ink (sold per piece)
245	piece	SIGN PEN, blue, 0.5mm, liquid/gel ink (sold per piece)
50	piece	SIGNPEN, Red, 0.5mm liquid/gel ink (sold per piece)
2	piece	SPIN MOP & Bucket for cleaning system with extra refill
6	piece	STAMP PAD, bed dimension: 60mmx100mm min
2	bottle	STAMP PAD INK, purple or violet

8	piece	STAPLE WIRE, for heavy duty staplers, 23/13
18	box	STAPLE WIRE, standard, 26/6
9	box	STAPLE WIRE, standard, #35
18	piece	STAPLER, with remover, #35, standard, heavy duty
5	piece	STAPLER, heavy duty, standard type, load cap: 200 staples min
3	piece	TAPE, Adhesive, double
3	piece	TAPE DISPENSER, heavy duty, for 24mm(1"), table top
8	roll	TAPE, electrical, 18mm x 16M
29	D	TAPE, masking (1"), 24mm
6	roll	TAPE, masking (2"), 48mm, 50 meters length
22	roll	TAPE, packaging, 48mm, (2")
69	roll	TAPE, transparent, (1"), 24mm, 50mtr/roll
24	roll	TAPE, transparent, (2"), 48mm, 50mtr/roll
117	pack	TOILET TISSUE, 12 rolls/pack, 2-ply sheets, 150 pulls
14	cart	TONER CART., HP CE285A, 85A
4	cart	TONER CART., 325 Canon
4	cart	TONER 48A HP
1	cart	TONER MP 2014H 390g
1	cart	TONER, Photocopier, TK 479
24	roll	TRASH BAG, plastic, transparent, 10pcs/roll
12	roll	TWINE, Plastic
11	pcs	Waste Basket, non rigid plastic
6	unit	UPS -ES500VA (BE500-PM) 650 watts
4	pcs	Chair, monobloc, beige with backrest with out arm rest
1	pc	Table, monobloc, beige, 889x889mm (35x35)
12	bottle	Dishwashing Liquid
2	pcs	Wheeled Garbage Can
20	pcs	Plastic Container 5 gal

Delivery period: 30 calendar days

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

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