



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Unit No. 12  
Koronadal City

Solicitation No.: \_\_\_\_\_

Date: **December 3, 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 Office Supplies**

**246,800.00**

- 15 packs Toilet Tissue Paper 2 ply sheets, 150 pulls, 12 rolls in a pack
- 15 pads Notepad, stick on, 2 x3, 100 sheets/pad
- 15 pads notepad, stick on, 3 x3, 100 sheets/pad
- 15 pads notepad, stick on, 3 x4, 100 sheets/pad
- 15 bot Alcohol 68%-72 % Ethanol (Ethyl) 500ml
- 15 box Staple wire, Heavy Duty, # HD88/HD88R
- 15 pads "Sign Here" pad
- 15 pcs Sign Pen, Black liquid/gel ink, 0.7 mm needle tip
- 15 pcs Sign Pen, Blue liquid/gel ink, 0.7 mm needle tip
- 6 reams Legal size bond paper, 80 gsm
- 6 reams Bond paper, A4
- 3 bundles Folder, fancy, A4, 50 pieces per bundle
- 3 bundles Folder, fancy, legal, 50 pieces per bundle
- 30 pcs Correction tape (1 pc in individual plastic)
- 1 box envelope mailing, 500 pcs/box
- 36 pieces cartolina, pastel color
- 24 pcs Frixion pen, Blue
- 24 pcs Frixion pen, Red
- 5 pcs HP Cartridge 704 (colored Only)
- 8 pcs laser jet PRO M102 Toner
- 2 boxes Pentel Pen, black
- 2 boxes Pentel Pen, blue
- 15 packs battery super heavy duty AAA 4's/pack
- 15 packs battery super heavy duty AA 4's/pack
- 15 boxes Disposable Face mask
- 30 bot Ink for L3110 black (T6641)
- 20 bot Ink for L3110 cyan (T6642)
- 20 bot Ink for L3110 magenta (T6643)
- 20 bot Ink for L3110 yellow (T6644)
- 5 pcs Toner 85A for Laser jet P1102
- 4 set ink for 811 colored & 810 black MP 237
- 7 units L3110 Printer ( 3 in 1) higher model (for scanning, printing & Photocopying)

Delivery period: 30 days

Delivery site: DA- RFO 12, Koronadal City (Planning Div.)

**Note:** Bidders must quote in all items (by lot) 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: December 3, 2020 8:00am-5:00pm at BAC Secretariat

Deadline for submission of bids December 10, 2020 8:am-2:00pm at BAC Secretariat

Opening of Bids : December 10, 2020 2:00 pm, 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