



Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE RUBBER RESEARCH INSTITUTE**  
 Interim Office: DA-Research Complex, Sanito, Ipil, Zamboanga Sibugay  
 Liaison Office: 2nd floor DA, Elliptical Road, Diliman Quezon City  
 Tel. no.: 0917-808-7437 / (062) 955 1622

**REQUEST FOR QUOTATION**

**INSTRUCTIONS:**

- Interested bidders/suppliers are required to read and follow the instructions carefully.
- Bid proposals/quotations should be submitted in duplicate copies using this Official Canvass Form.
- Quotations shall be submitted to **BAC Head Secretariat**, at Philippine Rubber Research Institute, DA-Compound Sanito,Ipil, Zamboanga Sibugay Province.
- Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
- Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier requires.
- Always indicate the brand name and model of the goods being offered.
- Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder.
- Payment is within THIRTY(30) calendar days from the delivery and receipt of goods.
- Availability of stocks shall be for SIXTY (60) calendar days from the date of submission of quotation.
- Delivery period shall be based on the date stated in the approved Purchase Order (P.O)
- Quotations through email should bear the signature of the supplier and shall be addressed to the Head Secretariat at [prribacsec@gmail.com](mailto:prribacsec@gmail.com)
- Quotations through FAX are allowed for suppliers outside Metro Manila Only.
- Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
- Awarding shall be done by (PR)
- Mode of procurement: (Shopping/Small Value Procurement/Two Failed Bid)
- Quotations must be written clearly, Indecipherable quotations shall be automatically disregarded.
- Current Business Permit or Mayor's Permit , Omnibus, Tax Clearance , Certificate of Registration (BIR) , Certificate of PHILGEPS Registration , Certificate of Business Name Registered (DTI) must be 3 copies of Technical Documents submitted along with sealed bids.**

**Date of RFQ: May 28, 2024**

**PR #: 20240520**

**Deadline for Submission: June 03, 2024**

GRAND TOTAL: <b>Php174,320.00</b>				Suppliers/Bidders Portion (Must indicate both unit & total price quotations)			
Lot/Item no.	Qty.	UOM	ITEM DESCRIPTION	ABC		BIDDER	
				Unit Price (Php)	Total (Php)	Unit Price (Php)	Total (Php)
1	100	pcs	Gel Pen Ball Point Pen	15.00	1,500.00		
2	100	pcs	Pencil	10.00	1,000.00		
3	100	pcs	Clear Plastic Envelope with handle,Long size,ordinary	70.00	7,000.00		
4	100	pcs	Sharpener	10.00	1,000.00		
5	100	pcs	Eraser	10.00	1,000.00		
6	100	pcs	ID lace	70.00	7,000.00		
7	80	rm	Short Bondpaper	270.00	21,600.00		
8	150	rm	Long BondPaper	370.00	55,500.00		
9	60	rm	A4 Size Bondaper	280.00	16,800.00		
10	100	pcs	Clip board Folder long	100.00	10,000.00		
11	500	pcs	Expanded Envelope,Long size	20.00	10,000.00		
12	100	pcs	Sign pen Black	40.00	4,000.00		
13	100	pcs	Sign pen Blue	60.00	6,000.00		
14	10	box	Hi-Tecpoint V10 Grip Pen, 1.0 mm Broad Tip roller Ball,0.6mm writing width,12 pcs per box (Black)	1,000.00	10,000.00		
15	10	box	Hi-Tecpoint V10 Grip Pen, 1.0 mm Broad Tip roller Ball,0.6mm writing width,12 pcs per box (Blue)	1,000.00	10,000.00		
16	2	box	White Board Marker 12pcs Per box,4.0mm acrylic fibre tip writes a 1.0mm line. Refillable (Assorted Color-Blue/Black/Red)	1,015.00	2,030.00		
17	2	box	Permanent Marker: 12pcs Per Box,4.0mm acrylic fibre tip writes a 1.0mm line. Refillable with SCRF ink refill. (Blue)	600.00	1,200.00		
18	3	box	Permanent Marker: 12pcs Per Box,4.0mm acrylic fibre tip writes a 1.0mm line. Refillable with SCRF ink refill. (Black)	600.00	1,800.00		
19	20	pack	Double sided glossy photo paper photo paper Size A4, 300 gsm,50 pcs per pack	186.00	3,720.00		
20	30	box	#NO.35 Staples staple wire, leg length og 6mm	45.00	1,350.00		
21	7	box	Highlighter (1mm line weight) assorted color,12 pcs per box	260.00	1,820.00		
			*****nothing follow*****	<b>TOTAL</b>	<b>174,320.00</b>		

**Purpose:To be used as office supplies for the project entitled Profiling of Rubber Farmers in the Philippines.**

**Delivery Period:** 20 Calendar days  
**Delivery Site:** Sanito,Ipil Zamboanga Sibugay  
**Warranty:**  
**Price Validity:**

Please quote your lowest price for the hereinafter listed good/s strictly following the instructions above.

**HONEY FE G. BOJE**  
 Chairperson, BAC

The PRRI Bids & Awards Committee (BAC)  
 DA-Compound Sanito,Ipil, Zamboanga Sibugay Province

Sir/Ma'am:

In connection with your Request for Quotation, I/We have carefully read, fully understood your instructions and requirements. I/We agree to furnish/deliver, in conformity with the above-stated specifications, any / all of the items described/ required shall be based on the date stated in the approved Purchase Order (P.O)

Name of Company	Name/Designation of Supplier	Signature
Address of Company/Firm	Email Add/Telephone Number (s)	Tax Identification Number