



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
- 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 #: **20240533**

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

GRAND TOTAL: **Php130,000.00** Suppliers/Bidders Portion (Must indicate both unit & total price quotations)

Lot/Item no.	Qty.	UOM	ITEM DESCRIPTION	ABC		BIDDER	
				Unit Price	Total	Unit Price	Total
				(Php)	(Php)	(Php)	(Php)
1	2	pcs	Laptop with Accessories SPECIFICATIONS Key Spacs Screen Size-15.6 inches Screen Resolution- 1920 x 1080 (Full HD) Processor Model-Intel 12th Generation Core i5 Processor Model Number-12th Generation Intel Core i5-12450H Processor Speed (up to)-4.4 gigahertz Storage type-SSD Total Storage Capacity- 512GB System Memory (RAM)-16 gigabytes Graphics- NVIDIA GeForce GTX 1650 Operating system-Windows 11 Home Voice Assistant Built-in-No Battery Type-Lithium-ion 2-in-1 wifi 6 Accessories: Bag, 2TB external Hard Drive, USB-C hub 5-n-1 1 year warranty	49,500.00	99,000.00		
2	2	pcs	Multipurpose Printer - Inkjet continous, ADF(Long Compatable),Flatbed (A4) Scanner 3 months Warranty *****nothing follow*****	15,500.00	31,000.00		
TOTAL					130,000.00		

Purpose: To be used for data encoding, data manangement,and document printing of the Profiling Project.	Delivery Period:	30 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