



(Sh-29-2024-RES)REQUEST TO SUBMIT QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF RESEARCH DIVISION 2024 AT ESTIMATED PROJECT COST AMOUNTING ONE HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS (P 151,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY SHOPPING UNDER SECTION 52.1 (B) UNDER RA 9184 AND ITS REVISED IRR

The Philippine Rural Development Project thru the Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers/dealers to submit Quotation for:

QTY.	UNIT	PARTICULAR	UNIT PRICE	TOTAL ABC
50	reams	Bond paper (Long)	350.00	17,500.00
170	reams	Bond paper (A4)	290.00	49,300.00
45	reams	Bond paper (Short) S20	250.00	11,250.00
3	box	Marker, white board (12's/box)	1,000.00	3,000.00
15	box	Pencil with eraser No. 2 (12's/ box)	160.00	2,400.00
13	box	Ballpen, ordinary (Black) 0.5mm (12's /box)	350.00	4,550.00
7	pcs	Ballpen, ordinary (Blue) 0.5mm (12's /box)	350.00	2,450.00
20	pcs	Tape, transparent 1"	45.00	900.00
16	pcs	Tape, transparent 2"	65.00	1,040.00
10	pcs	Tape, masking 1"	55.00	550.00
18	pcs	Tape masking 2"	75.00	1,350.00
13	pcs	Tape, packaging 2" x 30m	70.00	910.00
5	pcs	Tape, double sided, 2"	100.00	500.00
9	packs	Highlighter, yellow	50.00	450.00
3	box	Folder, ordinary, long, brown (50pcs/pack)	400.00	1,200.00
3	box	Fastener, paper plastic (7cm)	70.00	210.00
6	pcs	Fastener, metal	70.00	420.00
3	pcs	Correction fluid	65.00	195.00
24	pcs	Correction tape, 15m	45.00	1,080.00
20	pcs	Correction tape, 10m	30.00	600.00
8	pcs	Correction tape, 6m	25.00	200.00
5	pcs	Glue, 130g	50.00	250.00
5	pcs	Glue, 240g	150.00	750.00
5	pcs	Glue, liquid, clear	25.00	125.00
17	box	Molar files/File box organizer, long, green	190.00	3,230.00
7	box	Sign pen, 0.5mm, blue (12pcs/box)	1,200.00	8,400.00
5	box	Sign pen, 0.5mm, black (12pcs/box)	1,200.00	6,000.00
1	box	Gel pen, 0.3mm, black (12pcs/box)	300.00	300.00
1	pcs	Gel pen, 0.3mm, blue (12pcs/box)	300.00	300.00
2	pcks	Binder cover, A4, transparent w/out hole	570.00	1,140.00
6	pcs	Record book, 500 pages (11" x 8.5")	200.00	1,200.00
7	pcs	Record book, 200 pages	150.00	1,050.00
5	pcs	Record book, 150 pages	70.00	350.00



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4	pcs	Record book, 95 pages	130.00	520.00
12	pcs	Stapler, No. 35, w/ remover, heavy duty	120.00	1,440.00
15	box	Staple wire, No. 35	50.00	750.00
7	box	Staple wire, No. 10	25.00	175.00
6	box	Marker, permanent, black, fine tip	600.00	3,600.00
1	box	Marker, permanent, blue, fine tip	600.00	600.00
6	box	Binder clip, 51 mm	70.00	420.00
6	box	Binder clip, 41 mm	65.00	390.00
5	box	Binder clip, 32 mm	55.00	275.00
4	pcs	Paper cutter, heavy duty	40.00	160.00
19	box	Paper clip, 50 mm	30.00	570.00
15	box	Paper clip, 33 mm	25.00	375.00
1	pcs	Puncher, heavy duty	400.00	400.00
50	pcs	Envelope, exp. w/ garter, long, green	25.00	1,250.00
24	pcs	Envelope, exp. w/ garter, long, green	20.00	480.00
8	doz	Envelope, ordinary, long, brown	90.00	720.00
3	doz	Envelope, ordinary, short, brown	85.00	255.00
10	pcs	Envelope, ordinary, A4	12.00	120.00
10	pcs	Envelope, expanding, long brown	25.00	250.00
10	pcs	Envelope, expanding, short, brown	20.00	200.00
65	pcs	Folder, expanded, long, green	20.00	1,300.00
4	doz	Folder, ordinary, A4, green	155.00	620.00
5	doz	Folder, ordinary, short, white	115.00	575.00
9	doz	Folder, ordinary, long, white	120.00	1,080.00
6	pcs	Folder, clear w/ slider, A4	13.00	78.00
8	pcs	Folder, clear w/ slider, long	15.00	120.00
10	pc	Folder, Morrocco, green, A4	30.00	300.00
2	pcs	Eraser, big	85.00	170.00
3	doz	Post it Note 3"x3"	100.00	300.00
5	pcs	Post it Note 3"x 2"	25.00	125.00
1	pcs	Stamp pad Ink (Purple)	80.00	80.00
4	pcks	Mailing envelope, white, long	100.00	400.00
10	pcs	Ruler, transparent, 12 inches, plastic	40.00	400.00
12	pcs	Scissors, HD, Big	70.00	840.00
2	pcs	Type writer ribbon, black	40.00	80.00
7	pcs	File tray rack, metal, 3 layers	150.00	1,050.00
1	unit	Paper cutter, A5, heavy duty	500.00	500.00
10	pcs	Folder, sliding, short	10.00	100.00
10	pcs	Folder, sliding, long	15.00	150.00
10	pcs	File doc. storage with cover, boc, green	500.00	5,000.00
5	pad	Yellow pad paper	40.00	200.00
3	pcs	Meter stick, 100 meters	45.00	135.00



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1	roll	Tape measures, 100 meters	1,297.00	<u>1,297.00</u>
		TOTAL		151,000.00

The agency intends to apply the amount of **ONE HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS (P 151,000.00)** as the Approved Budget for the Contract.

As such, BONING'S TRADING, Naga City; REPLEECA PRINTING SERVICES, Naga City and NASAKIAH TRADING, Goa, Camarines Sur and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. PhilGeps Registration
3. BIR Registration
4. Omnibus Sworn Statement
5. Picture of product being offered

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500.00) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Chairperson,** and otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed Bid must be duly received by BAC Secretariat through Manual Submission not later than 1:00 in the afternoon of 22 April 2024 at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The Opening of Proposal shall be at 1:30PM onwards at 3rd Floor Operation Building, DA RFO-5, Sa n Agustin, Pili, Camarines Sur.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email bacrfo5@gmail.com.

17 April 2024, San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
 Chief, Integrated Laboratory Division
 BAC Chairperson

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

BID FORM
(GOODS)

DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

The Bids and Awards Committee

Gentlemen/ Ladies:

Having examined the bidding documents, the receipts of which is hereby duly acknowledge we the undersigned offer to supply/ deliver the goods requisitioned in Conformity with the said bid documents for the total amount of _____.
(**₱** _____)

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items is specified quantity and unit price.

We undertake, if our Bid is duly accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by our Bid for the Bid validity period as set by the procuring entity but not exceeding one hundred twenty (120) calendar days from the date of the bids opening.

Until a formal contract is prepared and executed, this bid, together with your acceptance thereof thru Notice of Award, subject to all other Bid documents, shall be binding upon us.

We understand that you are not bound to accept the lowest of any Bid that you may receive.

We certify that we complied with the eligibility requirements as specified under RA 9184 and its IRR and the Bidding documents.

Dated this _____ day of _____ 2024.

Date of Bidding: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign
the Bid for and behalf of: _____

Contact No. & Email
Address: _____

For Goods Offered From Within the Philippines

Name of Project **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF RESEARCH DIVISION 2024**

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	QTY	UNIT	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Bond paper (Long)		50	reams						
	Bond paper (A4)		170	reams						
	Bond paper (Short) S20		45	reams						
	Marker, white board (12's/box)		3	box						
	Pencil with eraser No. 2 (12's/ box)		15	box						
	Ballpen, ordinary (Black) 0.5mm (12's /box)		13	box						
	Ballpen, ordinary (Blue) 0.5mm (12's /box)		7	pcs						
	Tape, transparent 1"		20	pcs						
	Tape, transparent 2"		16	pcs						
	Tape, masking 1"		10	pcs						
	Tape masking 2"		18	pcs						
	Tape, packaging 2" x 30m		13	pcs						
	Tape, double sided, 2"		5	pcs						
	Highlighter, yellow		9	packs						
	Folder, ordinary, long, brown (50pcs/pack)		3	box						
	Fastener, paper plastic (7cm)		3	box						
	Fastener, metal		6	pcs						
	Correction fluid		3	pcs						
	Correction tape, 15m		24	pcs						
	Correction tape, 10m		20	pcs						
	Correction tape, 6m		8	pcs						
	Glue, 130g		5	pcs						
	Glue, 240g		5	pcs						
	Glue, liquid, clear		5	pcs						
	Molar files/File box organizer, long, green		17	box						
	Sign pen, 0.5mm, blue (12pcs/box)		7	box						
	Sign pen, 0.5mm, black (12pcs/box)		5	box						
	Gel pen, 0.3mm, black (12pcs/box)		1	box						
	Gel pen, 0.3mm, blue (12pcs/box)		1	pcs						

Binder cover, A4, transparent w/out hole	2	pcks							
Record book, 500 pages (11" x 8.5")	6	pcs							
Record book, 200 pages	7	pcs							
Record book, 150 pages	5	pcs							
Record book, 95 pages	4	pcs							
Stapler, No. 35, w/ remover, heavy duty	12	pcs							
Staple wire, No. 35	15	box							
Staple wire, No. 10	7	box							
Marker, permanent, black, fine tip	6	box							
Marker, permanent, blue, fine tip	1	box							
Binder clip, 51 mm	6	box							
Binder clip, 41 mm	6	box							
Binder clip, 32 mm	5	box							
Paper cutter, heavy duty	4	pcs							
Paper clip, 50 mm	19	box							
Paper clip, 33 mm	15	box							
Puncher, heavy duty	1	pcs							
Envelope, exp. w/ garter, long, green	50	pcs							
Envelope, exp. w/ garter, long, green	24	pcs							
Envelope, ordinary, long, brown	8	doz							
Envelope, ordinary, short, brown	3	doz							
Envelope, ordinary, A4	10	pcs							
Envelope, expanding, long brown	10	pcs							
Envelope, expanding, short, brown	10	pcs							
Folder, expanded, long, green	65	pcs							
Folder, ordinary, A4, green	4	doz							
Folder, ordinary, short, white	5	doz							
Folder, ordinary, long, white	9	doz							
Folder, clear w/ slider, A4	6	pcs							
Folder, clear w/ slider, long	8	pcs							
Folder, Morrocco, green, A4	10	pc							
Eraser, big	2	pcs							
Post it Note 3"x3"	3	doz							
Post it Note 3"x 2"	5	pcs							
Stamp pad Ink (Purple)	1	pcs							
Mailing envelope, white, long	4	pcks							
Ruler, transparent, 12 inches, plastic	10	pcs							
Scissors, HD, Big	12	pcs							
Type writer ribbon, black	2	pcs							
File tray rack, metal, 3 layers	7	pcs							

	Paper cutter, A5, heavy duty		1	unit					
	Folder, sliding, short		10	pcs					
	Folder, sliding, long		10	pcs					
	File doc. storage with cover, boc, green		10	pcs					
	Yellow pad paper		5	pad					
	Meter stick, 100 meters		3	pcs					
	Tape measures, 100 meters		1	roll					
	TOTAL								

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____