



**REQUEST TO SUBMIT QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF I-BUILD COMPONENT UNDER 2024 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION AT ESTIMATED PROJECT COST AMOUNTING TO NINETY THOUSAND PESOS (PHP90,000.00) 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:

Particulars		Unit Cost	ABC
<b>SUPPLY AND DELIVERY OF:</b>			
<b>20 packs</b>	Sticky Notes, 1 by 3 inches, 100 sheets	30/pack	600.00
<b>25 packs</b>	Sticky Notes, 3 by 3 inches, 100 sheets	30/pack	750.00
<b>33 boxes</b>	Bond Paper, A4, Sub. 20, 70 gsm, 5 reams/box	1,400/box	46,200.00
<b>5 boxes</b>	Bond Paper, Legal, Sub. 20, 70 gsm, 5 reams/box	1,400/box	7,000.00
<b>40 pcs</b>	Brown Envelope, A4, ordinary	6/pc	240.00
<b>35 pcs</b>	Brown Envelope, long, ordinary	6/pc	210.00
<b>10 boxes</b>	Sign Pen, 0.5 Black, 12 pcs/box	1,500/box	15,000.00
<b>10 boxes</b>	Sign Pen, 0.5 Blue, 12 pcs/box	1,500/box	15,000.00
<b>10 boxes</b>	Paper Fastener, plastic, 7 cm, 50 pcs/box	60/box	600.00
<b>10 boxes</b>	Paper Fastener, plastic, extra-long, 8.5 in, 50 pcs/box	150/box	1,500.00
<b>3 pcs</b>	Puncher, 2-hole, heavy duty	300/pc	900.00
<b>60 pcs</b>	Folder, ordinary, white, A4	15/pc	900.00
<b>60 pcs</b>	Folder, ordinary, white, Long	15/pc	900.00
<b>4 pcs</b>	Tape, clear, 1 in, 100 meters	50/pc	200.00
<b>TOTAL</b>			<b>₱90,000.00</b>

for use of I-BUILD Component under 2024 Philippine Rural Development Program (PRDP) Implementation. The agency intends to apply the amount of **Ninety Thousand Pesos (Php90,000.00)** as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Shopping under Section 52.1 (b) of RA 9184 and its Revised IRR.

As such, **NASAKIAH TRADING**, Goa, Camarines Sur; **4G'S OFFICE SUPPLIES & EQUIPMENT TRADING**, Bula, Camarines Sur; **ALIS'ON GO DRY GOODS TRADING**, Bula, Camarines Sur; and any other interested Bidders are hereby requested to submit the following documents:



Republic of the Philippines  
**REGIONAL FIELD OFFICE NO. 5**  
San Agustin, Pili, Camarines Sur

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. BIR Registration
5. Picture/Brochure of the 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.** otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than **09:00 in the morning of 07 June 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 10:00AM onwards at 3rd Floor Operation Building, DA RFO-5, San 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](mailto:bacrfo5@gmail.com).

May 27, 2024, San Agustin, Pili, Camarines Sur.

(signed)  
**LORENZO L. ALVINA**  
Chief, ILD  
BAC Chairman

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 \_\_\_\_\_.  
( P \_\_\_\_\_ )

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 OF I-BUILD COMPONENT UNDER 2024 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	
Item	Description	Country of origin	Quantity	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)	
<b>1</b>	<b>SUPPLY AND DELIVERY OF:</b>									
		Sticky Notes, 1 by 3 inches, 100 sheets		<b>20 packs</b>	₱	₱	₱	₱	₱	₱
		Sticky Notes, 3 by 3 inches, 100 sheets		<b>25 packs</b>	₱	₱	₱	₱	₱	₱
		Bond Paper, A4, Sub. 20, 70 gsm, 5 reams/box		<b>33 boxes</b>						
		Bond Paper, Legal, Sub. 20, 70 gsm, 5 reams/box		<b>5 boxes</b>						
		Brown Envelope, A4, ordinary		<b>40 pcs</b>						
		Brown Envelope, long, ordinary		<b>35 pcs</b>						
		Sign Pen, 0.5 Black, 12 pcs/box		<b>10 boxes</b>						
		Sign Pen, 0.5 Blue, 12 pcs/box		<b>10 boxes</b>						
		Paper Fastener, plastic, 7 cm, 50 pcs/box		<b>10 boxes</b>						
		Paper Fastener, plastic, extra-long, 8.5 in, 50 pcs/box		<b>10 boxes</b>						
		Puncher, 2-hole, heavy duty		<b>3 pcs</b>						
		Folder, ordinary, white, A4		<b>60 pcs</b>						
		Folder, ordinary, white, Long		<b>60 pcs</b>						
	Tape, clear, 1 in, 100 meters		<b>4 pcs</b>							
								<b>TOTAL</b>	<b>₱</b>	

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_