



Republic of the Philippines
Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
Regional Office VII, Mezzanine Floor, LDM Building
M.J Cuenco Avenue, Corner Legaspi St. Cebu City
Telephone Nos. (032) 2561664/2539643

Page 1 of 5 pages

The Technical Assistance Unit of Philippine Fiber Industry Development Authority Regional Office VII (PhilFIDA RO VII) had requested for the Supply and Delivery of Assorted Office Supplies below under Purchase Request Number 2020-11-536 dated November 19, 2020. The Purchase Request was emailed to The Procurement Service of the Department of Budget and Management Regional Office VII but a Certificate of Not Available Supplies at the PS-Depot was stamped to the Purchase Request.

Thus, the PhilFIDA RO VII, thru its Bids and Awards Committee (BAC) invites all manufacturers, suppliers and distributors to send their sealed bids/quotations, within seven (7) days from publication hereof, for the supply/delivery of the items enumerated below:

Name of Project : Cotton Development Project

Approved Budget for the Contract : One Hundred Twenty-One Five Hundred Fifty pesos only (P 121,550.00)

REQUEST FOR QUOTATION

Item No.	Quantity	Unit	Description of Items	Approved Budget (P)
1	30	ream	Bond Paper, A4, US, substance 20	9,000.00
2	30	ream	Bond Paper, long size, US substance 20	9,000.00
3	5	bottle	Computer Ink, Hp L360, black	2,000.00
4	5	bottle	Computer ink, EPSON 664 ,cyan	2,000.00
5	5	bottle	Computer ink, EPSON 664,magenta	2,000.00
6	3	set	Computer Ink, Canon,G4010	7,500.00
7	100	pc	Notebooks, none spring, 50 leaves	1500.00
8	100	pc	Ball pen, black & blue	2,000.00
9	20	pc	Correction Pen, metal tip	2,200.00
10	5	pc	White board pen, red	175.00
11	5	pc	White board pen, black	175.00
12	1	unit	Printer , Hp L120	9,000.00
13	1	pc	Paper cutter, 18 x15'	2,000.00
14	25	box	Paper clip,plastic (jumbo)50 mm	750.00
15	20	pc	Metal Binder clip, 1.5"	1,300.00
16	25	bottle	Elmers Glue , 130 ml	1,250.00

Terms and Conditions:

Delivery Date : Within ten (10) days from receipt of Purchase Order

Place of Delivery : PhilFIDA Provincial Office, 181-A West Drive, Daro, Dumaguete City, Negros Oriental

Terms of Payment : Processing for cheque issuance will start upon receipt of Delivery Receipt and duly signed Inspection and Acceptance Report by PhilFIDA Property Inspector

Please quote your best offer for the item(s) listed. Submit your sealed quotation duly signed by you or your duly authorized representative not later than 9:00am of December 4, 2020. Award of contract shall be made to the lowest quotation which complies to the minimum description as stated in RFQ. A clear copy of your 2020 Business Permit, Philgeps Certificate of Membership and BIR Certificate of Registration is also required to be submitted along with your sealed quotation. Quotation can be submitted manually at the address indicated below or emailed to rocebu@philfida.da.gov.ph.

Philippine Fiber Industry Development Authority
Mezzanine Floor, LDM Building
M. J. Cuenco Avenue corner Legaspi Streets
Cebu City, Cebu

The RFQ can be downloaded from our agency link:
<http://www.philfida.da.gov.ph/index.php/2016-11-10-03-33-24/bids-and-awards>

For clarification, you may contact Ms. Mirasol M. Mayores, BAC Secretariat at telephone number 032-2561664 and 032-2539643


NOLASCO M. RAGAY
Vice-Chairperson, BAC

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately
2. Do not alter the contents of this form in any way
3. Technical specification with asterisk (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation
4. Failure to follow these instructions will disqualify your entire quotation

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Date: _____

SAMUEL M. NACINO, JR.

Chairperson, Bidding and Awards Committee
PhilFIDA Regional Office VII
Cebu City

Sir,

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Number	Item Specification	Quantity	Unit	Unit Price (P)	Total Amount (P)
1	Bond Paper, A4, US, substance 20	30	ream		
2	Bond Paper, long,US, substance 20	30	ream		
3	Computer Ink, Hp L360, black	5	bottle		
4	Computer ink, EPSON 664 ,cyan	5	bottle		
5	Computer ink, EPSON 664,magenta	5	bottle		
6	Computer Ink, Canon,G4010	3	set		
7	Notebooks, none spring, 50 leaves	100	pc		
8	Ball pen,black & blue	100	pc		
9	Correction Pen, metal tip	20	pc		
10	White board pen, red	5	pc		
11	White board pen, black	5	pc		
12	Printer , Hp L120	1	unit		
13	Paper cutter, 18 x15'	1	pc		
14	Paper clip, plastic (jumbo)50 mm	25	box		
15	Metal Binder clip, 1.5"	20	pc		
16	Elmers Glue , 130 ml	25	bottle		
17	Expanded envelope, long	100	pc		
18	Scotch tape, transparent, 1",50m	30	roll		
19	Scotch tape, transparent, 2",50m	30	roll		
20	Packaging brown tape, 2",50m	30	roll		
21	Folder, long	100	pc		
22	Stapler, #35	2	pc		
23	Staple wire #35	20	box		
24	Calculator,12 digits, large display	2	pc		

Item Number	Item Specification	Quantity	Unit	Unit Price (P)	Total Amount (P)
25	Extension wire, 5m long	3	pc		
26	Extension wire, 10m long	1	pc		
27	Electric Fan, industrial, stand fan	2	unit		
28	Face Masks, for adult, Washable	200	pc		
29	Ethyl Alcohol, 70%	5	gallon		
30	Bleach Solution (zonrox) lit	30	liter		
31	Weighing Scale, digital, 10 kilos	1	unit		
32	Plastic Drawer Cabinet, 6 layers	2	unit		
33	Plastic pale, medium size	2	pc		
34	Floor mop, self wringing	2	pc		
35	Disinfectant Spray, 400 grams	10	can		
36	Continuous Paper with Carbon 9.5x11 3ply	5	box		
37	Continuous Paper with Carbon 9.5x11 2ply	5	box		
Total Amount					
Amount in Words:					

The above quoted prices are inclusive of all costs and applicable taxes. Prices indicated are valid until _____.

Very truly yours,

Name and signature of representative

Name of Company

Address

Contact Number