



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-01  
Version 1

**2019-064**

Reference Number

Date: 6/19/2019 3:27 PM

**INSTRUCTIONS:**

1. Interested bidders/suppliers are required to read and follow the instructions carefully.
2. Bid proposals/quotations should be submitted in duplicate copies using this Official Canvass Form.
3. Quotations shall be submitted to **BAC Head Secretariat**, at Philippine Council for Agriculture and Fisheries, 3<sup>rd</sup> Floor, DA-NAFC-LDC Building, Dept. of Agriculture Compound, Elliptical Road, Diliman, Quezon City.
4. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
5. Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier requires.
6. Always indicate the brand name and model of the goods being offered.
7. Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder.
8. Payment is within THIRTY (30) calendar days from the delivery and receipt of goods.
9. Availability of stocks shall be for SIXTY (60) calendar days from the date of submission of quotation.
10. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
11. Quotations through email should bear the signature of the supplier and shall be addressed to the Head Secretariat at [nafcbacsec@yahoo.com.ph](mailto:nafcbacsec@yahoo.com.ph) or [pcafbac@gmail.com](mailto:pcafbac@gmail.com)
12. Quotations through FAX are allowed for suppliers outside Metro Manila only.
13. 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.
14. Awarding shall be done by (Item)
15. Mode of procurement: (Small Value Procurement)
16. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
17. **CERTIFICATE of PHILGEPS REGISTRATION** must be submitted along with sealed bids.

Date of RFQ: June 19, 2019

Deadline for Submission: June 26, 2019

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

PR No.: <u>19-06-317</u>		End user: <u>PCAF</u>	Suppliers/Bidders Portion (Must indicate both unit & price quotations)		
Total ABC: <u>Php 191,584.00</u>					
Quantity	Unit	Item Description	Brand/Model	Unit Cost	Total Cost
100	Bot.	Alcohol, ethyl, 68%-70%, scented, 500ml			
27	Pad	Note Pad, stick on, 50mm x 76 mm (2"x3") min			
15	Pad	Note Pad, stick on, 76mm x 100mm (3"x4") min			
24	Pad	Note Pad, stick on, 76mm x 76mm (3"x3") min			
82	Pc	Notebook, Stenographer, spiral, 40 leaves			
202	Ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm			
145	Ream	Paper, Multi-Purpose (Copy) A4, 70 gsm			
95	Ream	Paper, Multi-Purpose (Copy) Legal, 70 gsm			
15	Book	Record Book, 300 pages			
20	Book	Record Book, 500 pages			
43	Pack	Battery, dry cell, AAA, 2 pieces per pack			
11	Jar	Glue, all purpose, gross weight: 200 grams min			
67	Roll	Tape, Masking, width: 24mm			
64	Roll	Tape, Transparent, width: 24mm			
3	Pc	Ruler, plastic, 450mm (18"), width: 38mm min			
7	Can	Disinfectant Spray, aerosol type, 400-550 grams			
44	Box	Clip, Backfold, all metal, clamping: 19mm			
48	Box	Clip, Backfold, all metal, clamping: 25mm			
38	Box	Clip, Backfold, all metal, clamping: 32mm			
119	Pc	Correction Tape, film base type, UL 6m min			
234	Pc	Data Folder, made of chipboard, taglia lock			
10	Box	Envelope, Expanding, for legal size doc			
12	Box	Envelope, Mailing, white, 80gsm (-5%)			
5	Pc	Eraser, Felt, for blackboard/whiteboard			
112	Pc	Marker, Permanent, bullet type, black			
113	Pc	Marker, Permanent, bullet type, blue			
24	Box	Paper Clip, vinyl/plastic coat, length: 48mm min			
1	Box	Pencil, lead, w/ eraser, wood cased, hardness: HB			
1	Bund.	Ring Binder, 80 rings, plastic, 32mm x 1.12m			

3	Box	Rubber Band, 70mm min lay flat length (#18)			
1	Pc	Cutter Blade, for heavy duty cutter			
10	Pair	Scissors, symmetrical, blade length: 65mm min			
2	Unit	Stapler, Binder Type, heavy duty, desktop			
7	Pc	Staple Remover, Plier-type			
2	Pc	Tape Dispenser, Table Top, for 24mm width tape			
129	Pc	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip			
51	Pc	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip			
18	Pc	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip			
Purpose: For official use of PCAF for 2 <sup>nd</sup> Quarter office and computer supplies.					

**ESTRELLA V. TULAY**  
Chairperson, BAC

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Canvasser

The PCAF Bids & Awards Committee (BAC)  
3<sup>rd</sup> Floor, DA-NAFC-LDC Building, DA Compound, Elliptical Road,  
Diliman, Quezon City

Sir:  
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 (PO).

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