



Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
 Tunay na Pagbabago sa Repormang Agraryo

**REQUEST FOR QUOTATION**

Date: SEPT.28, 2020  
 RFQ No. JP 20-030  
 PR No. PD 2009-09-231/  
PD 2009-03-219

To All Eligible Suppliers/Bidders:

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions provided in this RFQ.

Duly signed quotation properly labelled with RFQ and PR No/s. may be submitted at the DAR Central Office, Procurement Division, 1st Floor, Main Building not later than **OCTOBER 6, 2020 at 9 A. M. .**

Prospective bidders shall be "RESPONSIBLE TO VERIFY" the quoted items from the Bids and Awards Committee (BAC) Secretariat, Procurement Division.

For any clarification, please contact us at Tel. Nos. 3455-5849 / 8928-1011, 3453-8300 (Telefax).

**RAUL M. LEONIN**  
 Chief, Procurement Division

Item No.	ITEMS & DESCRIPTION	Unit	QTY	Statement of Compliance	Unit PRICE	Total PRICE
	Ballpen Blue-Better ballpoint pen,Transparent barrel	Box	12			
	Ballpen Black- Better ballpoint pen,Transparent barrel	Box	12			
	Ballpen Red- Better ballpoint pen,Transparent barrel	Box	12			
	Sign pen Grip Roller ball ,Grip Diameter-9.6mm,Black	Box	15			
	Sign pen .05 Black-Unique stainless steel tip	Box	6			
	Sign pen .05 Red- Unique stainless steel tip	Box	2			
	Sign pen .05 Blue- Unique stainless steel tip	Box	2			
	Clip Bulldog, Metal Clamp 2" inches	Box	50			
	Super Sticky Pad 3 X 4	Pack	24			
	Super Sticky Pad 3 X 5	Pack	16			
	Super Sticky Pad 3 X 3	Pack	24			
	Message Flag Yellow "Sign Here"	pack	21			
	Super Sticky Note (Small) 1 1/2" x 2"	pack	26			
	Paper Sticker(Matte)	pack	16			
	Paper Multi Copy A4 70gsm	ream	300			
	Staple Wire, Standard	box	25			
	TAPE Packaging width 48mm	roll	10			
	TAPE, Transparent, Width 24mm	roll	75			
	CORRECTION Tape, Film base type UL 6m min.	pc.	21			
	<b>Total ABC : Php 92,295.00</b>					
	<b>Mode of Procurement :Shopping</b>					
	<b>Payment Mode : Government Terms</b>					

*This is to submit our price quotations as indicated above, subject to the terms and conditions of this RFQ.*

Supplier/Bidder's Company Name:		TIN:
Address:		
Contact No.:	Email add:	
Supplier/Bidder's Name/Authorized Representative:	Signature over Printed Name	Date:

DAR-QF-100 REV  
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**Request for Quotation (RFQ) SVP, SHOPPING**  
Terms, Conditions, Procedures

**A. SUBMISSION**

1. Duly signed sealed quotation and other eligibility requirements (*properly labelled with RFQ and PR No/s.*) may be submitted to the DAR Central Office, Procurement Division, 1st Floor, Main Building, Elliptical Road, Diliman, Quezon City. Open quotation may be emailed as an attachment at **darprocurement.bids@gmail.com** in PDF format.
2. The columns on Unit, Quantity and Statement of Compliance in the RFQ shall be accomplished. The lower box in its Terms, Conditions and Procedures shall also be filled-up and signed by the Supplier or his/her duly authorized representative. Prices shall be quoted in Philippine Peso.
3. For **ABC above P50,000.00, sealed quotation** shall be submitted with the following requirements, to wit:
  - a. Copy of PhilGEPS Registration Certificate
  - b. Copy of Valid Mayor's/Business Permit
  - c. Income/Business Tax Return for ABC above P500, 000.00
  - d. Omnibus Sworn Statement (Emergency & Small Value Procurement) **for ABC above Fifty Thousand Pesos (P50,000.00)**
  - e. BIR Certificate of Registration (in lieu of DTI Registration & Mayor's Permit for Scientific/Scholarly/Artistic Work, HTC, & SVP)
  - f. Original copy of brochures of the items offered, showing its performance characteristics, in conformity to required specifications, and certifications, if applicable.

**B. EVALUATION of QUOTATIONS**

Quotations shall be evaluated by the BAC and Procurement Division based on the following criteria:

1. Completeness of submitted required support documents
2. Compliance with Technical Specifications
3. Conduct of on-site/ocular inspection for repair/installation of equipment, office partitions, and supply of office furniture/ fixtures.
4. Competitiveness of quoted price (unit and total price)

**C. AWARD**

The supplier who passed the above criteria and considered as the **Single/Lowest Calculated and Responsive Bidder (S/LCRB)** shall be awarded the Purchase Order (P.O)/Contract upon recommendation by the Secondary Bids and Awards Committee (SBAC) and approval of the Head of the Procuring Entity (HoPE).

**D. DELIVERY**

1. Unless stated otherwise, goods shall be delivered not later than **ten (10) calendar days** from date of receipt of PO/Contract.
2. Goods shall be delivered to the DAR Central Office, General Services Division (GSD) located at the Ground Floor, DAR Main Building, Quezon City. Delivery and other appurtenant expenses are at the cost of the Supplier.
3. Upon delivery, the supplier shall provide the following documents, to wit:
  - i. Original and four (4) copies of the Supplier's Invoice showing the Goods' description, quantity, unit and total price;
  - ii. Original and four (4) copies of Delivery Receipts;
  - iii. Original Statement of Account;
  - iv. Approved Purchaser Order/Contract; and
  - v. Warranty Certificate, if applicable.
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as fine for each day of delay of delivery of the ordered goods, or after the lapse of the extension of another ten (10) calendar days.

**E. PACKING**

The Supplier shall ensure that the ordered goods (*preferably in its original package/box, sealed and labelled identifying content and quantity per box*) are properly packed and secured in such manner as to enable them to reach their destination in good condition.

**F. INSPECTION**

Delivered goods are subject to inspection and acceptance by the DAR Central Office Inspection Team and the requesting office/end-user. Expenses for laboratory tests on the goods, when necessary shall be at the cost of the supplier.

**G. WARRANTY**

Warranty period for supplies and materials shall be for six (6) months; for equipment it shall be one (1) year, to start from the Date of Acceptance, as noted in the Inspection and Acceptance Report, duly signed by the Chief, General Services Division.

**H. PAYMENT**

Processing for payment of the total Contract Price (less appropriate taxes) shall be upon issuance of the Inspection and Acceptance Report and submission of all required documents by the supplier.

**I. RESPONSIBILITY OF THE WINNING SUPPLIER**

1. Supplier shall guarantee the source(s) of its goods, and shall ensure that deliveries are in accordance with the schedule and specifications of the award or Purchase Order (PO)/Contract.
2. Supplier, upon submission of relevant documentary requirements, shall sign the PO or enter into contract within the prescribed period after receipt of notice of award by courier/fax transmission/through email, or telephone call from the Procurement Division.
3. Refusal to accept an award/enter into contract, or failure to deliver the goods within the prescribed period without justifiable cause shall be ground for disqualification from participating in any procurement activities of the Department pursuant to Sec. 69 of 2016 revised IRR without prejudice to the imposition of other sanctions prescribed under Sec. 68 of its IRR.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to imposition of penalties as prescribed.
5. Suppliers are not allowed to propose or submit substitute quotation/s or item/s.
6. All duties, excise, and all other taxes and revenue charges shall be paid by the supplier.
7. As a pre-condition to payment, the supplier shall submit the Importation Documents specifically showing the conditions and serial numbers of the ordered imported equipment/s.
8. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I quote you on the item/s at price noted in the RFQ. The acceptance of the corresponding Award on Purchase Order/Contract shall be at any time before expiration as prescribed. This certifies that the above-submitted quotation is correct and complete to the best of my knowledge.

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SIGNATURE OVER PRINTED NAME  
(Supplier/Bidder/Authorized Representative)

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