



**Request for Quotation (RFQ)
 World Bank (WB)**

Date: March 25, 2025
 Solicitation No.: RFQ-WB-039
 PRAS No.: PRAS-03-049

Sir/Madam:

The Government of the Republic of the Philippines has received a loan/grant from the World Bank towards the cost of the Philippine Fisheries and Coastal Resiliency (FishCoRe) project, and it intends to apply part of the proceeds of this loan to payment for the cost of the Procurement of Office Supplies

The National Fisheries Research and Development Institute - FishCoRe project, invites quotations for the goods described in Annex A. Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods described in Annex A. Also, furnish us with descriptive brochures, catalogues, and literatures.

Award shall be made on: item per lot per package. Award shall be made to the lowest evaluated quotation that complies with the minimum technical specifications and other terms and conditions stated herein.

Please accomplish and submit this form together with Annex A to the Office of the NFRDI-BAC at the Upper Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City or email at nfrdi.fishcoreproc@gmail.com **on or before April 1, 2025 at 5:00PM.**

For clarifications, you may contact NFRDI-BAC at nfrdi.fishcoreproc@gmail.com.

Very truly yours,

PHILGEPS POSTED

Date: March 25, 2025

DR. JOSEPH CHRISTOPHER C. RAYOS

Chairperson, Bids and Awards Committee

Terms and Conditions:

1. Specifications here in provided are the minimum requirements of the NFRDI-FishCoRe. Hence a bidder must not offer lower specifications than required.
2. Bidders/Suppliers may submit alternate offer provided that the NFRDI-BAC official canvass form shall be filled out with the offered brand/model (if applicable), unit price, and total price, signed properly, and attached together with the Bidder's/Supplier's own canvass form.
3. For those who will submit in a sealed envelope, must put the following details on the face of the envelope:
TO: NFRDI-Bids and Awards Committee
 Upper Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
 * Project Name
 * Your Company Name
 * Company Address & Contact no.
 * Request for Quotation No.
 * Date & Time of Deadline
4. Quotation validity shall not be less than: **Thirty (30) days**
5. Terms of Delivery: **15-30 days upon receipt of Purchase Order**
6. Place of Delivery: **NFRDI-CO, Quezon City**
7. Terms of Payment: **within Thirty (30) days upon completion of delivery and submission of supporting**
8. Liquidated Damages/Penalty: **(1/10) of one percent for everyday of delay shall be imposed.**
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail
10. **Mandatory Requirements for above Ph50,000.00 Estimated Project Cost (EPC):**
a) Business/Mayor's Permit
b) BIR Certificate of Registration
c) Tax Clearance Certificate
d) PhilGEPS Certificate of Registration/Printable PhilGEPS Membership Account with PhilGEPS Registration No.
e) Notarized Affidavit of Undertaking (Download here: <https://bit.ly/NAoU2>)

Failure to attach mandatory requirements shall result to automatic disqualification of proposal

Note:

The following documentary requirements shall be required prior to payment:
 Income Tax Return (ITR) or Certificate of No. Tax Liability in lieu of the ITR

PhilGEPS Posted

Canvasser

Registered Name of Company: _____

Tax Identification No.: _____

Company Address: _____

Contact No.: _____

Name of Authorized Representative: _____



Republic of the Philippines
Department of Agriculture
NATIONAL FISHERIES RESEARCH AND DEVELOPMENT INSTITUTE
FISHERIES COASTAL RESILIENCY (FishCoRe) Project
fishcore@nfrdi.da.gov.ph



ANNEX A

Item /Lot /Package	Qty	Unit	Purchaser's Specifications	Unit Cost	Total Cost	Bidder's Specifications <i>(Specify the brand and model, and indicate in each row of the specifications whether "comply" or "not comply" including the value / number of the specifications of the offered product)</i>	Unit Cost	Total Cost
1	50	pc	Brown Envelope (Long)	16.00	800.00			
2	20	pc	Brown Envelope (Short)	10.00	200.00			
3	50	pc	Folder (Long)	16.00	800.00			
4	20	pc	Folder (Short)	10.00	200.00			
5	20	pc	Pen (Blue)	20.00	400.00			
6	10	pc	Pen (Black)	20.00	200.00			
7	10	pc	Whiteboard Marker (Black)	90.00	900.00			
8	10	pc	Whiteboard Marker (Blue)	70.00	700.00			
9	5	pc	Permanent Marker (Black)	60.00	300.00			
10	5	pc	Permanent Marker (Blue)	60.00	300.00			
11	10	pc	Sticky note/Post-it	110.00	1,100.00			
12	10	pc	Sticky tag/Post-it label	50.00	500.00			
13	5	pc	Arch File Binder (Legal)	260.00	1,300.00			
14	2	pc	Stapler (Standard)	350.00	700.00			
15	10	box	Staple wire	70.00	700.00			
16	6	pc	Pen Holder (metal)	133.33	800.00			
17	3	pc	Pencil eraser	33.33	100.00			
18	3	box	Push pin	33.33	100.00			
19	6	pc	Desk Organizer Tray (Metal; 3-layer)	583.33	3,500.00			
20	1	pc	Corkboard (18x24 in)	600.00	600.00			
21	1	pc	Whiteboard (3x5 ft)	2,300.00	2,300.00			
22	2	pc	Board eraser	50.00	100.00			
23	4	pc	Highlighter (Blue)	75.00	300.00			
24	4	pc	Highlighter (Green)	75.00	300.00			
25	4	pc	Highlighter (Orange)	75.00	300.00			
26	2	pc	Certified True Copy Stamp	100.00	200.00			
27	2	pc	Received Stamp with Date	600.00	1,200.00			
28	2	pc	Stamp Pad (Blue)	100.00	200.00			
29	5	pc	Stamp Ink (Blue)	40.00	200.00			
30	20	ream	Bond Paper (A4)	250.00	5,000.00			

31	10	ream	Bond Paper (Long)	270.00	2,700.00			
32	1	pc	Digital Voice Recorder Built-in Memory: 4GB Built-in Microphone: Stereo Dimensions (W x H x D): 38.3 x 114.1 x 19.3 mm Weight: 74 g PC Connectivity: Yes Playback & Recording Format: MP3, WMA Input and Output Terminals: PC I/F: Hi-Speed USB Input: Stereo Mic-in jack Output: Stereo Earphone jack	7,300.00	7,300.00			
33	2	pc	Laptop bag (13-inch Macbook Air)	3,500.00	7,000.00			
34	2	pc	USB hub (USB-C Hub Multiport Adapter)	2,500.00	5,000.00			
35	3	set	Laptop cleaning set (air pump, brush, cleaning cloth, cleaning fluid)	200.00	600.00			
36	3	pc	Universal Outlet Extension Cord (4-Gang with Switch)	600.00	1,800.00			
			Delivery Place: NFDRI CO, Quezon City					
			Delivery Period: 15-30 days after receipt of PO					
			Total Estimated Project Cost		48,700.00			


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END-USER: M. Cayme **COMPONENT:** MARLIN 2.2

PURPOSE: Supply and Delivery of office and electronic supplies to support the FishCoRe PMO's daily operations, including documentation, record-keeping, communication, and project coordination

IMPORTANT: The Supplier/Bidder have carefully read and fully understood the terms and conditions, minimum requirements and agree to furnish and/or deliver in conformity with specifications any or said described above within the delivery period from receipt of Purchase Order.

The winning bidder MUST SIGN the original copy of Purchase Order at the NFRDI-Property Section at Upper Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City


EUNICE C. BOGNOT
 Signature over printed name
 Procurement Officer

Name and signature of authorized representative: _____
Date Accomplished: _____
Registered Name of Company: _____

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ [Name of Affiant], of legal age, _____ [Civil Status],
_____ [Nationality], and residing at _____ [Address of Affiant],
after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of _____ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing Purchase Order/Contract for

[Title of the Procurement Requirement] of the **Bureau of Fisheries and Aquatic Resources - Fisheries and Coastal Resiliency project (FishCoRe)**, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____ [Name of the Project] of the **Bureau of Fisheries and Aquatic Resources - Fisheries and Coastal Resiliency project (FishCoRe)**, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. _____ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. _____ [Name of Bidder] is up to date with its filing requirements, has paid all fees and penalties due and payable under the provisions of the law;
5. _____ [Name of Bidder] is in continuous unbroken existence since its company registration, and no action is currently being taken by the (DTI/SEC/CDA) to strike the company off the register or to dissolve it as defunct;
6. As far as the (DTI/SEC/CDA) is aware, the company is not in liquidation or subject to an administration order, no receiver or manager of the company's property has been appointed;
7. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

8. _____ *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
9. _____ *[Name of Bidder]* complies with existing labor laws and standards; and
10. _____ *[Name of Bidder]* is aware of the following responsibilities as a Bidder:
 - a) Carefully examined all of the Request for Quotation and Technical Specifications;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Purchase Order/Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the _____
[Title of the Procurement Requirement].

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

 Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of _____ *[month]* _____ *[year]* at _____ *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____ *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ___ and _____ his/her Community Tax Certificate No. _ issued on ___ at _____.

Witness my hand and seal this ___ day of _____ *[month]* _____ *[year]*.

NAME OF NOTARY PUBLIC
 Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____ *[date issued]*, *[place issued]*
 IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _ Page
 No. _ Book No.
 Series of _____