



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

Date: March 25, 2025  
Solicitation No.: RFQ-WB-041  
PRAS No.: PRAS-03-051

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](mailto: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](mailto:nfrdi.fishcoreproc@gmail.com).

Very truly yours,

**PHILGEPIS POSTED**

Date: March 25, 2025

**DR. JOSEPH CHRISTOPHER C. RAYOS**

Chairperson, Bids and Awards Committee

**Terms and Conditions:**

- Specifications here in provided are the minimum requirements of the NFRDI-FishCoRe. Hence a bidder must not offer lower specifications than required.
- 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.
- 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

- Quotation validity shall not be less than: **Thirty (30) days**
- Terms of Delivery: **7 or 15 days upon receipt of Purchase Order**
- Place of Delivery: **Quezon City**
- Terms of Payment: **within Thirty (30) days upon completion of delivery and submission of supporting**
- Liquidated Damages/Penalty: **(1/10) of one percent for everyday of delay shall be imposed.**
- 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):**
  - Business/Mayor's Permit**
  - BIR Certificate of Registration**
  - Tax Clearance Certificate**
  - PhilGEPIS Certificate of Registration/Printable PhilGEPIS Membership Account with PhilGEPIS Registration No.**
  - 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

PhilGEPIS Posted

Canvasser

Registered Name of Company: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_



**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
			<b>Office supplies for FISHCRRM 1.1 Trainings</b>					
1	600	pc	1. ID lanyard - blue nylon strap with hook	30.00	18,000.00			
2	1	pc	2. Laminating Machine - autosense - maximum film size: A3 - maximum film thickness: 175micron per side (350 micron in total) - number of rollers: 4 - warm-up time: approximately 1 minute	11,000.00	11,000.00			
3	25	pc	3. Laminating Pouches - A4 size - glossy	300.00	7,500.00			
4	5	ream	4. A4 Bond Paper - A4 size - at least 80 gsm - 500 sheets per ream	350.00	1,750.00			
5	3	ream	5. A4 Parchment Paper - A4 size - at least 80 gsm - 250 pcs/ream	650.00	1,950.00			
6	1	pc	6. Sliding Paper Cutter - metal structure - suitable for cutting photo, film, card and thin plastic	2,500.00	2,500.00			
7	30	pc	7. Certificate Frame - A4 size - blue frame - with stand	150.00	4,500.00			

8	1	pc	8. Certified True Copy Stamp - self-inking stamp -customizable	2,000.00	2,000.00			
9	1	pc	9. Date Stamp - self-inking stamp -customizable	2,000.00	2,000.00			
10	1	pc	10. Urgent Stamp - self-inking stamp -customizable	2,000.00	2,000.00			
11	1	pc	11. Received Stamp - self-inking stamp -customizable	2,000.00	2,000.00			
12	1	pc	12. Blue Stamp Ink - refill for self-inking stamp	750.00	750.00			
13	1	pc	13. Red Stamp Ink - refill for self-inking stamp	750.00	750.00			
14	1	pc	14. Purple Stamp Ink - refill for self-inking stamp	750.00	750.00			
15	4	pc	15. Collapsible Storage Box with Lid - 30 L - white - made of polpropylene	400.00	1,600.00			
16	4	pack	16. Brown Envelope - long - pack of 50's	350.00	1,400.00			
17	50	pc	17. Expanding Envelope - long - made of kraft paper - with elastic string	20.00	1,000.00			
18	2	pc	18. Puncher - white - 2-hole - 40-sheet capacity	600.00	1,200.00			
19	3	pc	19. Heavy-Duty Extension Cord -Universal -5 gang, with individual switches	1,500.00	4,500.00			
20	1	pack	20. Permanent Marker - fine black -fine red - pack of 12's	650.00	650.00			
21	3	pc	21. Packaging Tape - 48mmx13.7mm, clear	53.00	159.00			
22	3	pc	22. Double Sided Tape -30mmX30m	195.00	585.00			
23	6	pc	23. Multipurpose Scissors -17cm	150.00	900.00			

24	2	pc	24. Multifunctional Folding Cart, with pull rod Box material: PP Tire material: steel galvanized bracket + TPE tire + metal bearing Color: Off White  50L (2*climbing wheels, 2*swivel wheels, 8 wheels in total) 50 product weight: 4KG 50 product size: before folding: 38*3542~90cm (adjustable pull rod) After folding: 38*7.5*46.5cm	3,500.00	7,000.00			
25	2	pc	25. Wireless Presentation Remote & Laser Pointer - Windows®-based computer (Windows Vista, Windows 7, Windows 8, Windows 10 or later) - USB port - Wireless mini-receiver - 2 AAA batteries - Class 2 Laser - Carrying case	2,000.00	4,000.00			
			Delivery date: 7 or 15 days upon receipt of Purchase Order					
			Place of delivery: Quezon City					
			<b>Total Estimated Project Cost</b>		<b>80,444.00</b>			

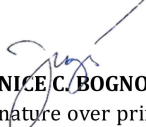
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**END-USER:** F. Torres Jr. **COMPONENT:** FISHCRRM 1.1

**PURPOSE:** Office Supplies for FISHCRRM 1.1 trainings

**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

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[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]*

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 No. \_ Book No.  
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