



**March 4, 2022**  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-03-321**  
 (SVP-Rental Services)

**INSTRUCTIONS:**

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the DA Western Visayas official RFQ form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form. (Please write legibly)
3. Any erasure or alteration in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. The **brand** name/model of the offered item(s)/product(s) or services **must** be indicated, if applicable/required.
7. Sealed Quotation(s) / Proposal(s) shall be submitted to the DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City. Online or electronic submission should be password protected and send dareg6bac@yahoo.com.
8. **DEADLINE FOR SUBMISSION OF BIDS: March 9, 2022 at 12:00 nn.**
9. Price quotation(s) submitted shall be valid for a period of **45 days** reckoned from the deadline for submission of quotations.
10. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
11. Validity of stocks: **60 days**.
12. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
13. Delivery period: **April to December 2022**
14. Delivery point: DA SAAD Office, Operations Compound, Parola, Iloilo City
15. The period of submission of the following documents are as follows:

Document	Submission Period*	
Certified True Copy of Valid <b>Mayor's/Business Permit</b>	Before the issuance of Notice of Award	At the option of the supplier, may be submitted <b>during</b> the submission of its quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)		
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)		
<b>Income Tax Return</b> (for ABC above Php 500,000.00)		
*Non-submission of any or all documentary requirements within 24 hours upon notice shall disqualify the lowest offeror from award and the BAC shall proceed to evaluate the next lower offer.		

16. Non-receipt of a Notice of Award within a period of **30 calendar days** from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

**PR No. 2022-02-448**  
**Solicitation No. 2022-116**

**ABC:Php 72,000.00**

**End-User: JENNY BABE TORRENUEDA**  
**Contact No.**

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		<b>Procurement of supply and delivery of photocopier rental</b>			
1	Unit	Rental of one unit photocopier machine for SAAD Program for the period of April to December 2022 Specifications: Scan-main 600dpi x sub 600dpi Print-1,800 dpi (equivalent)x 600 dpi Memory capacity- (std./max) 2gb/4gb HDD-250 gb (optional) Original type: sheet, books, object			





		Copy out time: 4.5sec or less Copy speed: 36ppm Zoom: 25% to 400% (in 0.1% increments) Paper capacity: tray 1 – 500 sheets (up to b4) Tray 2- 500 sheets (up to A3) Multi bypass tray -100 sheets (up to A3) Paper weight: tray ½ 60 to 220g/m2 Multi bypass tray – 60-220 g/m2 Multiple copy – to 9,999 sheets Power requirements: AC230V 7 A (50 to 60 Hz) Max. power consumption: 1.5kw or less Space requirements-899x1.172mm Warm up time 20sec or less The time requirements to start printing – 20sec Machine include – 250GB HDD			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

\_\_\_\_\_  
**MS. HUSSEIN A. DEROTAS**  
 GEPS Posted/DA Website/1 conspicuous place

\_\_\_\_\_  
**MS. MAE P. NONES**  
 Head, Procurement Service Office

\_\_\_\_\_  
**MS. SHERYL MAE T. GAYLAN**  
 Canvasser

	Submission of RFQ	Signature over printed name
	RFQ to be collected on	
	RFQ to be submitted by supplier before deadline	

The DA RFO VI  
 Bids and Awards Committee  
 WESVIARC,Brgy. Buntatala  
 Jaro, Iloilo City

**SIR / MADAM:**

In connection with the above request, I/we submit our quotation indicated above. I/We have carefully read and fully understood the minimum requirements and agree to furnish and/or deliver in conformity with the specifications any or all said articles described above within the date stipulated herein.

\_\_\_\_\_  
 Signature over Printed Name

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

\_\_\_\_\_  
 Tax Identification Number  
 (indicate VAT or non-VAT registered)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Contact number(s)

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Banking Institution

\_\_\_\_\_  
 Branch

\_\_\_\_\_  
 Account Name

\_\_\_\_\_  
 Account Number

\_\_\_\_\_  
 Date Accomplished

PR# 2022-02-448  
 RFQ# 2022-03-321

