



**March 31, 2022**  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-02-330**  
 (SVP- GOODS)

**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 DARFO VI 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 RFO VI, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City. Open quotations may also be submitted through e-mail at dareg6bac@yahoo.com.
8. **DEADLINE FOR SUBMISSION OF BIDS: April 7, 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: **30 days upon receipt of NTP**
14. Delivery point: DA-RAFIS OFFICE
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. 2022-02-563**  
**Solicitation No. 2022-02-135**

**ABC:Php87,060.00**

**End-User: JAMES EARL E. OGATIS**  
**Contact No.**

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
15	bottle	INK BOTTLE, Epson 003, Black			
10	bottle	INK BOTTLE, Epson 003, Yellow			
10	bottle	INK BOTTLE, Epson 003, Magenta			
10	bottle	INK BOTTLE, Epson, Cyan			

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**DEPARTMENT OF AGRICULTURE**  
 Western Visayas

15	pcs	INK CARTRIDGE, 680 tri-color			
15	pcs	INK CARTRIDGE, 680			
24	bottle	ALCOHOL, ethyl, 70% solution, 500ml			
36	rolls	TISSUE PAPER, 3-ply			
24	pcs	PAPER TOWEL, interfolded, good quality			
20	boxes	FACE MASK, disposable. 50 pcs/box, good quality			
5	pcs	SD CARD, 64gb			
4	pcs	WIRELESS MOUSE, mini-size, heavy duty			
10	reams	BOND PAPER, short size, 70gsm			
10	reams	BOND PAPER, long size, 70gsm			
10	reams	BOND PAPER, A4 size, 70gsm			
2	pcs	EXTENSION CORD, heavy duty			
6	pcs	STAPLER, heavy duty			
5	bottle	FURNITURE POLISH, 330ml			
5	bottle	DISHWASHING LIQUID, 500ml			
6	bottle	LIQUID HAND SOAP, 500ml, assorted scent			
Terms and Conditions:		A. Shall deliver the requested materials to the DA-RAFIS Office B. Supplier shall have [physical branch or outlet within the region			
		Point of Delivery: DA-RAFIS OFFICE Delivery Period: 30 days upon receipt of NTP			
		<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

PR# 2022-02-563  
 RFQ# 2022-03-330

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

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Western Visayas

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# 2022-02-563  
RFQ# 2022-03-330

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