



April 1, 2022  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-01-077**  
 (SVP-Office Supplies)

**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: April 8, 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: **15 days upon receipt of Notice to Proceed**
14. Delivery point: DA Rice Bldg., Field 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. 2022-01-177  
 Solicitation No. 2022-038

ABC:Php99,950.00

End-User: **ELMER B. CABUSAS**  
 Contact No. 337-1018

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		<b>Procurement of supply and delivery of Office Supplies</b>			
15	Piece	High impact storage box 72.3x52x44, 95 liters capacity, with wheels			
30	Ream	Bond paper, A4 70gsm, substance 20			
40	Ream	Bond paper, short size, 70gsm, substance 20			
40	Ream	Bond paper, long size, 70gsm, substance 20			





20	piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip			
20	piece	Sign pen, blue, liquid/gel ink, 0.5mm needle tip			
15	Pad	Note pad, stick on, 50mm x 76mm (2"x3")min			
15	pad	Note pad, stick on, 76mm x 100mm (3"x4")min			
15	pad	Note pad, stick on, 76mm x 76mm (3"x3")min			
50	Piece	Correction tape, film base type, UL 6m min			
10	Box	Rubber band, 70mm min lay flat length (#18)			
10	Pack	Photo paper, high quality, matte, A4, 250gsm, 20pcs/pack			
15	Piece	Molar box, with cover, green			
15	Piece	Molar box, with cover, blue			
20	Pack	Sticker paper, matte, A4			
150	Piece	Ballpen, black			
150	Piece	Ballpen, blue			
20	Pack	Toilet tissue paper, 2ply, 100% recycled			
50	Box	Surgical mask, 3-ply 50pieces/box, FDA Approved			
20	Bottle	Ethyl alcohol, 68%-72% 500ml			
6	Can	Air freshener, Aerosol type, 280ml/150min			
10	Box	Binder clip, good quality, 1 5/8" wide, 1 dozen/box			
10	Box	Binder clip, good quality, 1 1/4" wide, 1 dozen/box			
5	Piece	Data folder, lever arch file lateral, book type, fasten on top			
5	Piece	Heavy duty extension cord			
5	Piece	Puncher, paper, heavy duty			
		<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# 2022-01-177  
 RFQ# 2022-01-077

	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# 2022-01-177  
RFQ# 2022-01-077

