



**April 18, 2022**  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-04-433**  
 (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 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 25, 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 after receipt of Notice to Proceed**
14. Delivery point: DA WV, FOD Building, 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. 2022-03-781  
 Solicitation No. 2022-231

ABC: Php192,600.00

End-User: **ESTER RUTH F. TORREVERDE**  
 Contact No.: 337-4775

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of office supplies			
800	Piece	Notebook 80 leaves			
20	Box	Sign pen, gel, 0.3mm 12 pieces/box			
100	Box	Ballpen, black, 12pcs/box			
300	Piece	Envelope, long size, plastic with handle & zipper			
20	Piece	Stapler big, no. 35 w/ remover			
20	Piece	Stapler small no. 10			
5	Box	Staple wire no. 10			

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 Western Visayas

5	Box	Staple wire no. 35			
50	Ream	Bond paper A4			
50	Ream	Bond paper, long			
50	Ream	Bond paper, short			
10	Ream	Bond paper, legal			
50	Set	Color pen 24 colors			
30	Piece	Wooden meter stick			
25	Box	Marker permanent (broad, black) 12 pcs/box			
30	Set	Crayon 24 colors			
40	Pack	Photopaper A4,220 gsm, high quality – glossy, 20 sheets/pack			
30	Piece	Certificate holder (glass)			
51	Pack	Tissue paper 3 ply, 12 rolls/pack			
100	Piece	Folder, long, white			
100	Piece	Folder, short, white			
30	Bot	Alcohol-with sanitizer, 500ml/bot. 70%			
30	Bot	Liquid hand sanitizer 500ml			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

**MS. HUSSEIN A. DEROTAS**

GEPS/DA Website/1 Conspicuous Place Posted

**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

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 RFQ# 2022-04-433

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WESVIARC, Barangay Buntatala, Jaro, Iloilo City I Email: [darfu6@yahoo.com](mailto:darfu6@yahoo.com)  
Telephone: (BAC/PSO 320-2373) or (033) 3371262 I Fax: (033) 3364221 I website: [rfu6.da.gov.ph](http://rfu6.da.gov.ph)