



April 18, 2022
 (Date)

REQUEST FOR QUOTATION
2022-04-432
 (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 Mayor's/Business Permit	Before the issuance of Notice of Award	At the option of the supplier, may be submitted during the submission of its quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)		
Omnibus Sworn Statement (for ABC above Php 50,000.00)		
Income Tax Return (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. 2022-03-782
Solicitation No. 2022-230

ABC: Php136,850.00

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			
20	Box	Sign pen, gel, 0.3mm, 12pcs/box			
30	Box	Ballpen, black, 12 pcs/box			
15	Ream	Bond paper A4			
15	Ream	Bond paper long			
15	Ream	Bond paper short			
10	Ream	Bond paper legal			
50	Piece	Brown envelope long			
50	Piece	Brown envelope short			

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50	Piece	Expanding envelope long			
10	Pack	Photopaper, A4, 220 gsm, high quality, glossy, 20 sheets/pack			
10	Piece	Certificate holder-glass, A4			
20	Pack	Tissue paper, 3 ply, 12 rolls/pack			
30	Bottle	Alcohol with sanitizer (500ml) 70% solution			
30	Bottle	Liquid hand sanitizer 500ml			
30	Box	Fastener, for paper, plastic, 50 sets/box, assorted color			
20	Box	Paper clip, vinyl-plastic coated, 33mm			
20	Box	Paper clip, vinyl-plastic coated, 50mm			
20	Box	Binder clip-good quality 2" wide, 1 dozen/box			
20	Box	Binder clip-good quality 1 ¼" wide, 1 dozen/box			
10	Piece	Filling tray-3 layer			
10	Piece	Pen holder			
2	Roll	Laminating film 9in width			
50	Pack	Paper-specialty paper, long size, 85gsm, 20 pcs/pack			
20	Pack	Sticker paper, long, white, glossy, 10pcs/pack, A4			
15	Box	Marker, permanent, broad, black, 12pcs/box			
15	Box	Marker, permanent, fine, black, 12pcs/box			
24	Piece	Clearbook-20 transparent pockets, legal			
5	Piece	Metal ruler, 12 inches			
4	Piece	Storage file box, size W305mm, D394mm, H267mm, 50L, white, plastic			
5	Piece	Pencil sharpener, manual, single cutter heads			
3	Piece	Tape dispenser, big, table top			
20	Box	Staple wire no. 10			
20	Box	Staple wire no. 35			
6	Piece	Puncher, paper, heavy duty			
30	Piece	Highlighter pen, assorted color			
15	Piece	Mouse pad, rubber			
6	Piece	Extension wire, 10amp, 250V, 2500 watts, 10m, heavy duty			
		TOTAL			

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	

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