



May 23, 2022
 (Date)

REQUEST FOR QUOTATION
2022-04-622
 (SVP- 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 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 Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City. Online or electronic submission should be password protected and send to dareg6bac@yahoo.com.
8. **DEADLINE FOR SUBMISSION OF BIDS: May 30, 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-WV, RAFIS Office, 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. 2022-03-1005
Solicitation No. 2022-400

ABC:Php100,000.00

End-User: JAMES EARL E. OGATIS
Contact No. 335-3423

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
200	piece	Procurement of supply and delivery of encoding, lay-outing, editing, proofreading and printing of Department of Agriculture – Western Visayas "Success Story Coffee Table Book "Kadalag-an" with the following			

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 Western Visayas

		specifications: Size: 11 inches x 8.5 inches (landscape) Cover material: hardbound, full color, with embossed print design in front and back cover, gold foil stamping, glossy lamination, at least 3mm board thickness Binding type: hard cover binding Inside pages material: C2S 100, glossy, full color No. of inside pages: 100			
		Terms and Conditions: 1. Shall deliver the requested materials to the DA-RAFIS Office 2. Supplier shall have physical branch or outlet within the region 3. Supplier shall provide at least three drafts to the end-user prior to the mass production 4. Supplier shall provide soft copy of the finished output to the end user for digital publication 5. Supplier shall have no pending job with the DA-RAFIS 6. Supplier shall allow RAFIS staff to sit in during press work/lay outing			
		TOTAL			

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

MR. ARCHIEL ENCANTO / MS. ARLENE DELOS REYES
 Canvasser

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

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

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)

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Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Western Visayas

Address

Contact number(s)

E-mail Address

Banking Institution

Branch

Account Name

Account Number

Date Accomplished

PR# 2022-04-1043
RFQ# 2022-04-649

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