



May 24, 2022
 (Date)

REQUEST FOR QUOTATION
2022-04-540
 (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 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 31, 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 NTP**
14. Delivery point: SAAD Office, Field Operations Division, 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. 2022-03-912
Solicitation No. 2022-281

ABC:Php482,675.00

End-User: JENNY BABE G. TORRENUEVA
Contact No.

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of office supplies			
520	Piece	Ballpen, black			
500	Piece	Ballpen, blue			
400	Piece	Notebook, 50 sheets spring type, 127x178mm			

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100	Piece	Notebook, 50 sheets no spring, green, 127x178mm			
100	Bottle	Alcohol, ethyl 70% 500ml			
270	Ream	Paper multipurpose (copy), long size 20/70gsm			
200	Ream	Paper multipurpose (copy), A4 20/70gsm			
30	Roll	Tape, masking, 48mm			
20	Roll	Tape, packaging, 48mm			
12	Roll	Tape, transparent, 24mm			
10	Roll	Tape, duct, 48mm			
15	Box	Paper fastener			
24	Bottle	Glue, all purpose, 40gms			
300	Pack	Specialty paper, cream in color, 20 sheets/pack, short size			
300	Pack	Specialty paper, cream in color, 20 sheets/pack, long size			
300	Pack	Sticker paper, matte, short size, 20 sheets/pack			
300	Piece	Record book, 300 pages			
300	Box	Pencil (mongol no. 2)			
200	Piece	Correction tape, film base type, UL 6m min			
200	Piece	Certificate holder, plastic A4			
200	Piece	Sign pen (black, G-tech, 0.4mm			
200	Piece	Sign pen (blue, G-tech, 0.4mm			
5	Piece	Receiving stamp			
10	Dozen	Double binder clip 2'			
10	Dozen	Double binder clip 1'			
20	Piece	Stapler with remover (no. 35)			
20	Box	Staple wire, no. 35			
500	Piece	White folder, long			
200	Piece	White folder, short			
100	Pack	Battery, dry cell, AA 2 pcs/pack			
100	Pack	Battery, dry cell, AAA 2 pcs/pack			
25	Unit	Calculator, 14 digits, solar powered, standard type			
3	Piece	Trash bin			
3	Piece	Floor mop (bucket set)			

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 Western Visayas

2	Piece	Dust pan			
2	Piece	Broom, soft, tambo			
100	Roll	Toilet, tissue paper, 2 ply			
50	Piece	Marker, highlighter			
5	Piece	Tape dispenser			
200	piece	Envelope, documentary, long brown			
3	Piece	Filling tray, 3 layers			
100	Piece	Notepad, stick on, 2x3			
30	Piece	cutter			
30	Piece	Scissors size 4			
6	Piece	Digitized stamp, customized			
6	Unit	Extension cable cord, with individual switch, 6 gang 1.8 meter wire			
4	Unit	Multiport USB extension hub, 12 in 1 triple display hub			
2	Unit	Humidifier, table/desktop type, white, 220V, water capacity, 2.25L			
50	Piece	Stick on notes, plastic (please sign)			
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

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

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 RFQ# 2022-04-540

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DEPARTMENT OF AGRICULTURE
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

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