



June 23, 2022
 (Date)

REQUEST FOR QUOTATION
2022-06-1349
 (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: June 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: **15 days upon receipt of NTP**
14. Delivery point: DA 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. 2022-06-1476
Solicitation No. 2022-611

ABC:Php180,000.00

End-User: ELMER B. CABUSAS
Contact No. 337-4775

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of office supplies			
600	piece	notebook (5.8 x 7.8 inches, 80 leaves)			
30	box	sign pen, gel, 0.3mm -12pcs/box			
50	box	ball pen, black- 12 pcs/box			
50	box	pencil #2 – 12pcs/box			
120	piece	envelope, long size, plastic with handle & zipper			

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 Western Visayas

10	piece	stapler big no. 35 with remover			
40	box	staple wire no. 35			
25	ream	bond paper A4			
25	ream	bond paper long			
25	ream	bond paper short			
25	set	color pen 24 colors			
30	piece	wooden meter stick, 25 cm			
20	box	marker-permanent, broad, black, 12pcs/box			
25	set	crayon 24 colors			
20	pack	photopaper A4, 220gsm, high quality-glossy, 20 sheets/pack			
20	pack	photopaper A4, 85gsm, high quality, 20 sheets/pack, cornfield cream and brilliant white			
30	piece	certificate holder, glass			
120	piece	folder-long, white			
120	piece	folder-short, white			
600	piece	ID jacket with sling			
120	piece	manila paper			
20	piece	sweep net			
20	pack	cartolina (10pcs/pack assorted)			
20	bottle	glue 130g			
20	piece	cutter/utility knife, for general purpose (18mm)			
15	piece	scissors, symmetrical, crafting scissors (8inches)			
50	piece	white vinyl pencil eraser			
		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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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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