



August 16, 2022  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-01-078**  
 (SVP-ICT 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 DA Western Visayas 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 dareg6bac@yahoo.com.
8. **DEADLINE FOR SUBMISSION OF BIDS: August 23, 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 Notice to Proceed**
14. Delivery point: DA Rice Bldg., Field Operations Compound, 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. 2022-01-178  
 Solicitation No. 2022-039

ABC:Php100,000.00

End-User: **ELMER B. CABUSAS**  
 Contact No. 337-1018

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		<b>Procurement of supply and delivery of ICT Supplies</b>			
25	Piece	USB flash drive, 16GB capacity, 3.0			
30	Pack	Battery, dry cell, AA, 2 pieces per blister pack, heavy duty			
20	Piece	Mouse, wireless, USB			
20	Piece	USB flash drive, 64GB capacity, 3.0			





1	Piece	VGA to HDMI cable, 5 meters			
1	Piece	HDMI to HDMI cable 5 meters			
2	Piece	Ink cartridge, HP L0S51AA (HP955) Cyan Original			
2	Piece	Ink cartridge, HP L0S54AA (HP955) Magenta Original			
2	Piece	Ink cartridge, HP L0S57AA (HP955) Yellow Original			
3	Piece	Ink cartridge, HP L0S60AA (HP955) Black Original			
20	piece	SD card, 64 GB capacity, class10			
20	piece	SD card, 128 GB capacity, class10			
10	bottle	Ink refill, Canon GI-790BK			
5	bottle	Ink refill, Canon GI-790C			
5	bottle	Ink refill, Canon GI-790M			
5	bottle	Ink refill, Canon GI-790Y			
		Terms and Conditions: All items must be brand new and not cloned			
		<b>TOTAL</b>			

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	City
	RFQ to be collected on		
	RFQ to be submitted by supplier before deadline		

**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

PR# 2022-01-178  
 RFQ# 2022-01-078

