



**September 26, 2022**  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-09-1550**

(SVP- Printing 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](mailto:dareg6bac@yahoo.com).
8. **DEADLINE FOR SUBMISSION OF BIDS: October 3, 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: **Quarterly**
14. Delivery point: DA RAFIS Office, BPI 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. 2022-07-1580**  
**Solicitation No. 2022-656**

**ABC:Php210,000.00**

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

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of printing services			

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Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
 Western Visayas

1200	Piece	<p>One job order for the encoding of contents, lay outing, editing and printing of “Kaumahan” the official quarterly publication of the Department of Agriculture Western Visayas, with the following specifications:</p> <p>Size: 8.5 inches x 11 inches          Cover Material: Krome kote 189, full color, with embossed print design in front and back cover, gold foil stamping, glossy lamination, at least 3mm board thickness          Inside pages material: C2S 100, glossy, full color          No. of Inside Pages: 24</p> <p>300 copies – 1<sup>st</sup> Issue          300 copies – 2<sup>nd</sup> Issue          300 copies – 3<sup>rd</sup> Issue          300 copies – 4<sup>th</sup> Issue</p> <p>Terms and Conditions:</p> <ol style="list-style-type: none"> <li>1. The supplier shall have a physical branch or satellite office within Region 6</li> <li>2. The supplier shall present at least three printed drafts to the end-user before the actual/mass printing</li> <li>3. Supplier shall allow RAFIS staff tom sit in during press work/lay outing</li> <li>4. Supplier shall provide soft copy of the finished output to the end user</li> </ol> <p>Supplier shall have no pending job with the DA-RAFIS</p>			
		<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

**MS. JANENE BELARMINO**  
 Canvasser

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	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 | Email: [darfu6@yahoo.com](mailto:darfu6@yahoo.com)  
Telephone: (BAC/PSO 320-2373) or (033) 3371262 | Fax: (033) 3364221 | website: [rfu6.da.gov.ph](http://rfu6.da.gov.ph)



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