



October 19, 2022
 (Date)

REQUEST FOR QUOTATION
2022-07-1380
 (SVP- ICT/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 RFO VI, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City. Open quotations may also be submitted through e-mail at dareg6bac@yahoo.com.
8. **DEADLINE FOR SUBMISSION OF BIDS: October 26, 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 Notice to Proceed/(September 2022)**
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 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. 2022-06-1508
 Solicitation No. 2022-624

ABC:Php100,925.00

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 ICT/office supplies			
		LOT 1 Php89,925.00			
25	piece	acrylic paint tube set (12 colors) 10ml/tube			
25	piece	watercolor pan set (12 colors)			
25	piece	oil pastel (large diameter, for use on board, paper or canvas large diameter oil pastel-for use on board, paper or canvas, easily blended (12 colors)			

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Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Western Visayas

25	piece	graphite drawing pencils for sketching and illustrating			
25	piece	drawing/sketch book (9inches x 12inches/50 sheets/96GSM)			
25	piece	artist canvas pad (10 sheets per pack/9 inches x 12 inches/200GSM)			
25	piece	ruler (anodized aluminum or stainless steel)			
25	piece	acrylic brush set (6 different sizes) nylon hair material			
25	piece	plastic palette trays for oils, acrylics and water colors			
25	piece	high quality illustration boards (20 inches x 30 inches or ½ size)			
25	piece	file case with handle, long size, large capacity, white/clear, durable			
30	piece	glass certificate frames (8.5 inches x 11 inches)			
15	set	board paper, 185gsm, white, 8.5"x11"(10 pcs/set)			
		LOT 2 Php11,000.00			
10	cartridge	ink cart, HP 680, tri color			
10	cartridge	ink cart, HP 680, black			
		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)

Address

Contact number(s)

E-mail Address

Banking Institution

Branch

Account Name

Account Number
 PR# 2022-06-1508
 RFQ# 2022-07-1380

Date Accomplished

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