



**October 18, 2022**  
 (Date)

**REQUEST FOR QUOTATION**  
**2022-10-1801**  
 (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 25, 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: **December 2022**
14. Delivery point: DA RAFIS Office, FOD, 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. 2022-10-1874      ABC:Php280,000.00**  
**Solicitation No. 2022-779**

**End-User: JAMES EARL OGATIS**  
**Contact No.**

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of lay outing/designing and printing of Department of Agriculture-Western Visayas' 2023 Corporate Calendars			
400	Piece	Wall Calendar 2023 Size: 18 inches x 24 inches Paper material for covers (first & last pages): krome kote 189, one-side coated, full color, with gloss lamination (one-side print only) Paper material for inside page: C2S 200-300 gsm thickness, with high quality full color			



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		print, glossy (one-side print only) No. of leaves (including covers): 14 (with one-side print) with spiral binding, with Philippine holidays, high tide and low tide indications			
300	Piece	Monthly calendar desk pad 2023 Size: 12 inches x 17 inches (paper size) Size: 14 inches x 20 inches (leather holder) Cover: leather cover, with engraved design, golden foil stamp Paper material: Matte (at least 200 gsm) Inside pages: with high quality full color print No. of leaves: 14 leaves (one side print only) 12-monthly calendar, with colored print/design With desk pad protector and overlay holder, hardbound, leather type, green color, with Philippine holidays, high tide and low tide indications			
		Terms and Conditions: <ol style="list-style-type: none"> <li>1. The supplier shall have a physical branch within Region 6</li> <li>2. The supplier shall handle the layouting of the calendars with the dummies, photographs and logos presented/submitted by the end-user</li> <li>3. The supplier shall present actual samples to the end-user before the mass production</li> <li>4. The supplier shall allow staff from the requesting office to sit in for press work/final layouting</li> <li>5. The supplier shall provide soft copy of the finished output to the end user</li> <li>6. The supplier shall have no pending job with the DA-RAFIS (end-user) for CY 2022 jobs</li> </ol>			
		<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 ANN BELARMINO**  
 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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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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