



**November 9, 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: November 16, 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 <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. 2022-06-1508**  
**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
		<b>Procurement of supply and delivery of ICT/office supplies</b>			
		<b>LOT 1 Php89,925.00</b>			
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			

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 Western Visayas

		blended (12 colors)			
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)			
		<b>LOT 2 Php11,000.00</b>			
10	cartridge	ink cart, HP 680, tri color			
10	cartridge	ink cart, HP 680, black			
		<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
	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

\_\_\_\_\_  
 Date Accomplished

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RFQ# 2022-07-1380

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