



**November 29, 2022**  
 (Date)

**REQUEST FOR QUOTATION**

**2022-11-1934**

(SVP- 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 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: December 06, 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 NTP**
14. Delivery point: SAAD Office, DA WV, 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. 2022-11-2044**  
**Solicitation No. 2022-859**

**ABC:Php145,000.00**

**End-User: SHERYL MAE GAYLAN**  
**Contact No.**

Qty.	Unit	ItemDescription	Brand Offered	UnitPrice	TotalPrice
		Procurement of Supply and Delivery of Supplies			
		<b>LOT 1 Php140,200.00</b>			
100	Pc	Ballpen, black			
100	Pc	Ballpen, blue			
100	Pc	Notebook, 60 leaves spring type, 6 x 9 inches			
100	Pc	Notebook, 50 sheets no spring green, 178x254mm			
50	Ream	Bond paper, A4			
50	Ream	Bond paper, long size			
25	Ream	Bond paper, short size			
50	pack	Specialty paper, cream in color,			



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

		20sheets/pack, short size			
50	Pack	Sticker paper, matte, short, 20 sheets/pack			
35	Pc	Record book, 200 leaves, junior size			
10	Box	Paper fastener			
90	Pc	Certificate holder, plastic A4			
60	Pc	Sign pen (black, liquid or gel, 0.5mm)			
60	Pc	Sign pen (blue, liquid or gel, 0.5mm)			
50	Pc	High lighter/marker			
30	Pc	Molar box with cover, blue			
18	Pc	Clear book, long size			
60	Pc	Brown expanded envelope, long size			
25	Pc	Plastic expanding envelope w/ handle			
10	Pc	Stapler, heavy duty			
30	Box	Staple wire (no.35)			
85	Pc	Wooden frame, A4 size			
85	Pc	Frame, white A4 size			
10	Dozen	Double binder clip 1"			
10	Dozen	Double binder clip 2"			
14	Bottle	Alcohol, ethyl 70% 500ml			
120	Roll	Toilet, Tissue paper, 2 ply			
60	Pc	Pentel pen, black			
30	Pc	Stick-on note pad, 3"x2", 7.6x1.5cm			
30	Pc	Stick on notes, plastic (please sign)			
2	Pack	White folder, long (100 pcs./pack)			
		<b>LOT 2 Php4,800.00</b>			
120	Pack	Facemask, 3D Butterfly			
		<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 City

	Submission of RFQ	Signature over printed name
	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# 2022-11-2044  
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