



**March 3, 2023**  
 (Date)

**REQUEST FOR QUOTATION**  
**2023-94**  
 (SVP – Collaterals)

**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: March 10, 2023 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: **March 2023**
14. Delivery point: DA-RAFIS Office
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. 2023-01-0296**  
**Solicitation No. 2023-85**

**ABC: 325,000.00**

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

| Qty. | Unit | Item Description  | Brand Offered | Unit Price | Total Price |
|------|------|---|---------------|------------|-------------|
|      |      | <b>Procurement of Supply and Delivery of Collaterals</b>  |               |            |             |
| 100  | pcs  | POLO SHIRT – customized two-color fabric, honeycomb, assorted sizes from XS to 3XL, with embroidered logo and text design |               |            |             |
| 100  | pcs  | ROUND/BUCKET HAT – khaki brown color, wide brim, with embroidered logo/text design  |               |            |             |
| 100  | pcs  | LONG SLEEVE SHIRT – cotton, khaki brown colored shirt with front and back print, assorted sizes from XS to 3XL            |               |            |             |



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

|                       |     |   |  |  |  |
|-----------------------|-----|---|--|--|--|
| 100                   | pcs | RAIN COAT TERNO – free size, green color, with colored print – free size, green color, with colored print at the back   |  |  |  |
| 100                   | pcs | FLASHLIGHT- led flashlight, rechargeable, with handle   |  |  |  |
| 100                   | pcs | WATER TUMBLER – with customized print, insulated, 1 liter capacity  |  |  |  |
| Terms and Conditions: |     | <i>A. The supplier shall present the actual sample of the material before the mass production</i><br><i>B. Shall deliver the requested materials to the DA-RAFIS Office</i><br><i>C. Supplier shall have no pending jobs with the DA-RAFIS</i><br><i>D. Supplier shall have physical branch or outlet within the region</i> |  |  |  |
| <b>TOTAL</b>          |     |   |  |  |  |

For the Bids and Awards Committee:

**MS. HUSSEIN A. DEROTAS**  
 GEPS/DA Website/1 Conspicuous Place Posted

**MS. MAE P. NONES**  
 Head, Procurement Service Office

**JANENE ANNE BELARMINO**  
 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.

|                                      |                                     |  |
|--------------------------------------|-------------------------------------|--|
| _____<br>Signature over Printed Name | _____<br>Registered Name of Company | _____<br>Tax Identification Number<br>(indicate VAT or non-VAT registered) |
| _____<br>Address                     | _____<br>Contact number(s)          | _____<br>E-mail Address  |
| _____<br>Banking Institution         | _____<br>Branch                     | _____<br>Account Name  |
| _____<br>Account Number              |                                     | _____<br>Date Accomplished   |

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 RFQ# 2023-94



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