



March 8, 2023
 (Date)

REQUEST FOR QUOTATION
2023-152
 (SVP – Training/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 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 procurement@wv.da.gov.ph
8. **DEADLINE FOR SUBMISSION OF BIDS: March 15, 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: 30 days upon the receipt of Notice to Proceed
14. Delivery point: DA-Western Visayas, FOD Building, Parola St 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.

PRNo.2023-02-0453
SolicitationNo.2023-140

ABC:Php131,255.00

End-User: CAROLINA B. CORNELIO
Contact No.: 337-1018

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of Training /Office Supplies			
		Lot 1 Php106,255.00			
675	pcs	Manila Paper			
30	box	Pencil No. 2 1doz/box			
85	pcs	Eraser, rubber for pencil draft/writing			
323	pcs	Notebook (80 leaves)			
50	pad	Note Pad, stick on, 3" x 3"			
50	pcs	Sign Pen, black, 0.3mm			

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 Western Visayas

319	pcs	Ball Pen (Black)			
10	pcs	Highlighter Pen (Assorted color)			
250	pcs	Envelope, long size, plastic, assorted color			
40	box	Crayons, 24 colors			
3	pcs	Stapler Big No. 35 w/ remover			
2	box	Staple wire no. 35			
32	ream	Bond Paper (A4)			
25	ream	Bond Paper (long)			
30	pcs	Record Book, 300 pages			
50	set	Correction Tape, 8m			
30	pcs	Wooden meter stick			
30	pcs	Sweep Nets (wood handle)			
10	pcs	Pencil Sharpener, manual, single cutter head			
5	pcs	Tape Dispenser, heavy duty			
17	roll	Tape, transparent, 48mm			
40	pcs	Scissors, stainless steel for art paper			
40	pack	Photopaper (A4, 220 gsm, high quality)-glossy, 20 sheets/pack			
10	pack	Board, Specialty paper, long size, 250 gsm, 20 pcs/pack, color cream			
10	pack	Board, Specialty paper, A4 size, 250 gsm, 20 pcs/pack, color cream			
30	pack	Sticker Paper (White), glossy, 10 pcs/pack, A4			
50	pcs	Certificate holder, A4			
8	box	Marker, permanent, broad black -12			
10	sachet	Antibacterial Hand Soap (60g)			
50	roll	Trash Bag, black, small			
		LOT 2 Php25,000.00			
100	box	Disposable Facemask, FDA Approved (black)			
		TOTAL			

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

ARCHIEL ENCANTO / ARLENE DELOS REYES
 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 Western Visayas
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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WESVIARC, Barangay Buntatala, Jaro, Iloilo City I Email: darfu6@yahoo.com
Telephone: (BAC/PSO 320-2373) or (033) 3371262 I Fax: (033) 3364221 I website: rfu6.da.gov.ph