



March 8, 2023
 (Date)

REQUEST FOR QUOTATION
2023-192
 (SVP – Training 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 Field Operation Division, Parola, 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.

PR No. 2023-02-0467
 Solicitation No. 2023-177

ABC:Php274,300.00

End-User: IAN S. CALIBARA
 Contact No.: 337-4775

	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of Training Supplies for Community Hybrid Rice Model Farm Cluster Project CY 2023 in Western Visayas			
800	Pc	Notebook (80 leaves)			
20	Box	Sign Pen, gel, 0.3mm – 12pc./box			
120	Box	Ball pen (Black) – 12 pcs./box			
300	Pc	Envelope, long size, plastic with handle & zipper			
20	Box	Staple wire no. 10			



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20	Box	Staple wire no. 35			
50	Ream	Bond Paper (A4) (8.27" X 11.69")			
55	Ream	Bond Paper (long) (8.5"x13)			
55	Ream	Bond paper (short) (8.5" x 11")			
55	Ream	Bond paper (legal) (8.5" x 14")			
50	Set	Color Pen 24 colors			
30	Pc	Wooden meter stick			
25	Box	Marker – permanent (broad, black) – 12 pc./box			
10	Box	Marker – permanent (fine, black) – 12 pc./box			
25	Box	Marker, whiteboard, black – 12 pc./box			
30	Set	Crayon (24 colors)			
50	Pack	Photopaper (A4, 220 gsm, high quality) – glossy, 20 sheets/pack			
20	Pack	Paper – specialty paper, long size, 85 gsm, 20 pcs./pack			
50	Pack	Laidpaper, specialty paper 185gsm, white 10pcs/pack			
20	Pack	Sticker Paper (long, White), glossy, 10 pcs./pack			
20	Pc	Certificate holder – non-glass, A4			
200	Pc	Certificate holder – non-glass, short			
100	Pc	Folder- Long, white			
100	Pc	Folder – short, white			
30	Roll	Tape, masking, 48mm			
30	Roll	Tape, double sided, 10mm			
10	Pack	Scotch Tape, adhesive, 1in.			
10	Set	Cartolina, assorted colors			
300	Pc	ID holder with sling			
100	Pc	Manila paper			
50	Pc	Correction tape			
100	Pc	Plastic envelope (long)			
5	Pc	Whiteboard 2 sided Magnetic, 20mx30cm			
20	Box	Fastener, for paper, plastic, 50 sets/box			
20	Box	Binder clip, Good quality, 1 ¼" wide, 1 dozen/box			
20	Box	Binder clip, Good quality, 1 5/8" wide, 1 dozen/box			
20	Box	Binder clip Good quality, 2" wide, 1 dozen/box			
20	Pc	Ruler 12inch, metal			
10	Box	Rubber band, ordinary colored, 100pcs/box			
		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 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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