



March 22, 2023
 (Date)

REQUEST FOR QUOTATION
2023-292
 (SVP – 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 29, 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: **15 days upon the receipt of Notice to Proceed**
14. Delivery point: DA Operations 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. 2023-0725
Solicitation No. 2023-268

ABC: Php 183,250.00

End-User: ANDREW T. PALOMAR
Contact No.:

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of supply and delivery of office supplies			
1000	piece	Ballpen			
800	piece	Plastic Envelope (Long, Plastic Envelope, Expandable)			
300	piece	Manila Paper			
700	piece	Notebook			
15	piece	Stapler			
70	ream	Bond Paper (L) 8.5 x 13			



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70	ream	Bond Paper (S) 8.5 x 11			
70	ream	Bond Paper A4			
15	roll	Double sided Tape			
15	roll	Masking Tape			
1000	piece	Folder (L)			
1000	piece	Folder (S)			
50	box	Paper Clips			
10	piece	Hand Stapler			
20	box	Staple Wire			
10	piece	File Rack/ organizer			
300	piece	Certificate Holder A4			
50	pack	Special Paper White A4			
3	piece	Storage Box (Clear) 95L			
1	piece	Paper Cutter			
10	piece	Lanyard (Department of Agriculture)			
10	piece	ID Holder			
600	piece	Name Tag Holder			
600	piece	Name Tag Garter			
10	piece	Record Book (500 pages)			
5	piece	Pentel pen (fine) black			
5	piece	Pentel Pen (broad) black			
5	bottle	Refillable Ink Black			
5	bottle	Glue 250g			
10	roll	Tape, transparent 48mm			
3	piece	Tape dispenser			
10	piece	Scissors, stainless steel			
		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	

PR# 2023-02-0725
 RFQ# 2023-292



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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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