



March 24, 2023
 (Date)

REQUEST FOR QUOTATION
2023-291
 (SVP – IEC Materials)

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 31, 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: **60 days upon receipt of Notice to Proceed**
14. Delivery point: DA-WV 6, F2C2 Office, 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. 2023-02-0726
Solicitation No. 2023-267

ABC: Php 200,000.00

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

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of encoding, lay outing, editing, and printing of IEC Materials for 2023			
500	piece	Booklet F2C2 program Coffee Table size: 6 inches x 9 inches cover: krome Kome 189, glossy, one-side coated, colored inside page: Book 60, colored No. of Inside pages: 36			



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400	piece	Notebook Planner with F2C2 Infographics size: 6 inches x 9 inches cover: hard bound (emerald green in color) with F2C2 Border gold stamp inside page: 12 pages, glossy colored, to be inserted every month No. of Inside pages: 500			
		terms and conditions: <ul style="list-style-type: none"> • Bidders/suppliers should have a physical and operations satellite office within Iloilo City for smooth and easy transactions (for the editing and approval of IEC materials to be printed) • The suppliers should present up to three drafts to the end-user before the final printing • The supplier should present one actual sample for the approval of the end-user to mass production • The supplier should provide the end-user with electronic copies of all IEC materials approved for printing saved in USB flash drive • The supplier shall deliver the IEC materials to the F2C2 office at Pepita Aquino Avenue, Iloilo City 			
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

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.

 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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