



March 24, 2023  
 (Date)

**REQUEST FOR QUOTATION**  
**2023-338**  
 (SVP – Photocopier Rental)

**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
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: March to December 2023
14. Delivery point: DA WV, Operations Division, BPI Compound, Parola, Iloilo City
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. 2023-03-0851  
 Solicitation No. 2023-312

ABC: Php 100,000.00

End-User: GLENDA A. HIMATAY  
 Contact No.: 337-4775

Qty.	Unit	Item Description	Brand and Model Offered	Unit Price	Total Price
		Procurement of supply and delivery of photocopier rental services for the period of March to December 2023			
10	month	1 unit photocopier machine assigned at the Operations Division for the period of March to December 2023 specifications: scan-main 600 dpi x sub 600 dpi print – 1,800 dpi (equivalent) x 600 dpi memory capacity – (std./max) 2 gb / 4 gb HDD 250 gb (optional) original type-sheet, books, object			



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

	copy out time – 4.5 sec. of less copy speed – 36 ppm zoom – 25% to 400% (in 0.1% increments) paper capacity- Tray 1 -500 sheets (up to b4) tray 2 -500 sheets ( up to a3) multi bypass tray – 100 sheets (up to a3) paper weight – tray ½ 60 to 220g/m2 multi bypass tray – 60-220 g/m2 multiple copy – to 9,999 sheets power requirements – AC230 V 7 A (50 to 60 Hz) max. power consumption – 1.5kw or less space requirements – 899 x 1.172mm warm up time 20 sec or less the time requirements to start printing – 20 sec machine include- 250GB HDD			
	<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

\_\_\_\_\_  
**ARCHIEL ENCANTO / ARLENE DELOS REYES**  
 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 Accomplish

PR# 2023-03-851  
 RFQ# 2023-338



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