



March 24, 2023
 (Date)

REQUEST FOR QUOTATION
2023-333
 (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: May to December 2023
14. Delivery point: DA WV, 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 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. 2023-03-0857
Solicitation No. 2023-308

ABC: Php 74,400.00

End-User: CARMELITA C. FANTILANAN
Contact No.: 335-4766

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 May to December 2023			
1	unit	photocopier specifications: resolution 600 x 600dpi gradation 256 memory capacity 2 GB Original type sheet, book, objects max. original size A3 (297 x 420mm) or 11"x 17" output size A3-A6 or 11" x 17"			



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Western Visayas

	warm up time 20 sec. or less first copy time 5.3 sec copy speed 36 copies pages/ minute (A4) automatic document feeder zoom 25% - 400% (in 0.1% increments) paper capacity std. 2 universal trays-500 sheets multi bypass tray – 100 sheets (up to A3) multiple copy 1-9,999 sheets, countdown, interrupting, capability power req. AC220-240V 76.3A (50/60Hz) power cons 1.5kW or less weight 56.5 kgs interface 10 base – T/100 BASE-TX/1000 BASE-T, USB 1.1			
	terms and conditions: 1. 8,000 copies per month 2. Free consumables & spare parts 3. Free operators training 4. Payment will be collected every month upon receipt of billing statement			
	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

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# 2023-03-857
 RFQ# 2023-333



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