



April 24, 2023
 (Date)

REQUEST FOR QUOTATION
2023-176
 (SVP- Services)

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: May 2, 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 receipt of Notice to Proceed (per issue)**
14. Delivery point: DA-WV RAFIS 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. 2023-01-0295
 Solicitation No. 2023-162

ABC:Php216,000.00

End-User: JAMES EARL E. OGATIS
 Contact No. 335-3423

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of Services			
		One Job order for the encoding of contents, lay outting, editing, and printing of "Kaumahan" the official quarterly publication/magazine of the Department of Agriculture Western Visayas, with the following specifications:			
		Size: 8.5 inches x 11 inches			
		Binding: Saddle-stitched			
		Cover Material: Krome kote 189, full color, with embossed print design in front and back cover, gold foil stamping for title "Kaumahan", glossy lamination			



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Western Visayas

		Inside Pages Material: C2S 100, glossy, full color			
		No. of Inside Pages: 24			
300	copies	1 st Issue			
300	copies	2 nd Issue			
300	copies	3 rd Issue			
300	copies	4 th Issue			
Terms and Conditions					
		<i>*The supplier shall have a physical branch or satellite office within Region 6</i>			
		<i>*The supplier shall present at least three printed drafts to the end-user before the actual/mass printing</i>			
		<i>*Supplier shall allow RAFIS staff to sit in during press work/lay outing</i>			
		<i>*Supplier shall provide soft copy of the finished output to the end user</i>			
		<i>*Supplier shall have no pending job with the DA-RAFIS</i>			
		<i>*Supplier shall provide soft copy of the finished publication for posting in the DA-WV website</i>			
		TOTAL			

For the Bids and Awards Committee:

MS. HUSSEIN A. DEROTAS
 GEPS Posted/DA Website/1 conspicuous place

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 Accomplished

PR# 2023-01-0295
 RFQ# 2023-163