



April 17, 2023  
 (Date)

**REQUEST FOR QUOTATION**  
**2023-396**  
 (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: April 24, 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 acceptance of NTP**
14. Delivery point: Corn Program, DA Operations, 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. 2023-03-0952  
 Solicitation No. 2023-314

ABC:Php 60,000.00

End-User: **CAROLNA B. CORNELIO**  
 Contact No. 337-1018

Qty.	Unit	Item Description	Brand and Model Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of office supplies			
14	box	Ballpen, black, one dozen per box			
70	piece	ENVELOPE, Expanding, Plastic			
70	piece	NOTEBOOK, Stenographer, spiral, 40 leaves			
3	piece	mega box, 120L, high impact resistant, white			
25	ream	PAPER, Multi-Purpose (Bond), Long size (8.5 inc x13 inc), substance 20/75gsm			
25	ream	PAPER, Multi-Purpose (Bond), Short size (8.5 inc x 11 inc), Substance 20/75 gsm			



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

100	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream, 8.5"x14",70gsm (super long)			
5	pack	FOLDER with tab, legal, 100 pieces per pack			
2	unit	CALCULATOR, Compact, 2way power, 12 digit			
24	piece	SIGN PEN, Black, liquid or gel 0.5			
5	pack	Photo Paper, High quality, glossy, A4 size, 8.3" x 11.7",220 gsm,20pcs/pack			
30	pack	Sticker Paper, A4, Glossy, White, 10 pcs/pack			
20	pack	Laid paper, Specialty paper,185 gsm, natural, 8.5" x 11" (10pcs per pack)			
5	set	MARKER, Fluorescent, 3 colors per set			
		<b>TOTAL</b>			

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# 2023-03-0952  
 RFQ# 2023-396