



May 8, 2023
 (Date)

REQUEST FOR QUOTATION
2023-379
 (SVP- ICT/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
DEADLINE FOR SUBMISSION OF BIDS: May 15, 2023 at 12:00 nn.
8. Price quotation(s) submitted shall be valid for a period of **45** days reckoned from the deadline for submission of quotations.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: **60** days.
11. 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.
12. Delivery period: **30 days upon receipt of Notice to Proceed**
13. Delivery point: DA RFO VI, Operations Division, Parola, Iloilo City
14. 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.		

15. 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. 2023-03-0789
Solicitation No. 2023-351

ABC:Php 150,000.00

End-User: JIMMY G. ELEDIA, JR.
Contact No.337-4775

Qty.	Unit	Item Description	Brand and Model Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of ICT and Office Supplies			
		Lot 1 Php 106,050.00			
40	piece	Ink Cartridge, HP F6V26AA (HP680) Tri-color			
40	piece	Ink Cartridge, HP F6V27AA (HP680) Black			
3	piece	Extension wire, 5 meters long, 3 gang, 6 sockets			
20	piece	FLASH DRIVE, 64GB, USB 3.0, plug and play			



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20	piece	Mouse, optical, wireless type			
1	piece	EXTERNAL HARD DRIVE, 1TB			
15	piece	Power bank 10000mAh			
		Lot 2 Php 43,950.00			
50	ream	PAPER, Multi-Purpose (Bond), Short size, 8.5"x11" Substance 20/75 gsm			
50	ream	PAPER, Multi-Purpose (Bond), Long size, 8.5"x13", substance 20/75gsm			
30	ream	PAPER, Multipurpose A4, 500 sheets per ream, 8.3"x11.7", 75 gsm			
20	pack	PAPER, Specialty paper, ivory long size, 85 gsm, 20 pcs/pack			
50	piece	Certificate Holder, A4			
20	pack	Sticker Paper, A4, Glossy, White, 10 pcs/pack			
10	box	PENCIL, lead/graphite, with eraser, one (1) dozen per bo			
100	piece	BALLPEN, black 0.5			
100	piece	Sign pen V ball, 0.4 extra fine, black			
10	roll	TAPE, double sided, 3/4 x 10m			
20	pack	Photo paper, high quality, matte, A4, 250 gsm, 20pcs/pack			
100	piece	Notebook, stenographer			
100	piece	ID with sling			
		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

	Submission of RFQ	Signature over printed name
	RFQ to be collected on	
	RFQ to be submitted by supplier before deadline	

PR# 2023-03-0789
 RFQ# 2023-379



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DEPARTMENT OF AGRICULTURE
Western Visayas

The DA RFO VI
Bids and Awards Committee
WESVIARC, Brgy. Buntatala
Jaro, Iloilo City

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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