



May 4, 2023
 (Date)

REQUEST FOR QUOTATION
2023-400
 (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: May 11, 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 the receipt of Notice to proceed
14. Delivery point: DA Field Operation Division, 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. 2023-03-0904
Solicitation No. 2023-317

ABC: Php131,900.00

End-User: IAN S. CALIBARA
Contact No. 337-4775

Qty.	Unit	Item Description	Brand Offered	Unit Price	Total Price
		Procurement of Supplies for Community Hybrid Rice Model Farm Cluster Project CY 2023 in Western Visayas			
15	box	Sign Pen – gel, 0.3mm, 12pc./box			
50	box	Ballpen(black) – 12 pc./box			
30	ream	Bond Paper, Multi-Purpose, A4, 70gsm			
80	resm	Bond Paper, Multi-purpose, long (8.5 inches x 13 inches), 70gsm			



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10	ream	Bond paper, Multi-purpose, short(8.5 inches x 11 inches), 70gsm			
15	ream	Bond paper, Multi-purpose, Legal (8.5 inches x 14 inches), 70gsm			
50	pc	Brown Envelope (Long)			
50	pc	Brown envelope (Short)			
50	pc	Expanding envelope (Long)			
10	pack	Photopaper (A4, 220 gsm, high quality)-glossy, 20 sheets/pack			
20	pc	Certificate holder – glass, A4			
20	box	Fastener, for paper, plastic, 50 sets/box, assorted color			
10	box	Paper clip (Vinyl) – plastic coated, 33mm			
10	box	Paper clip (Vinyl) – plastic coated, 50mm			
20	box	Binder clip – good quality (2” wide, 1 doz./box)			
20	box	Binder clip – good quality (1 ¼” wide, 1 doz./box)			
20	roll	Double sided tape, 24mm			
10	roll	Tape, transparent, 48mm			
10	roll	Tape, transparent, 24mm			
10	roll	Tape, Masking, 24mm			
10	pack	Sign here Sticky notes, 1.2 x 4.5 cm			
1	roll	Laminating Film (9 inches width)			
20	pack	Paper – Specialty paper, long size, 85 gsm, 20 pcs./pack			
15	pack	Sticker Paper (Long, white), glossy, 10pcs./pack, A4			
10	box	Marker, permanent (Broad, black) – 12pc./box			
10	box	Marker, permanent (fine, black) – 12pc./box			
5	pc	Metal ruler (12inches)			
5	pc	storage file box (Size W305mm, D394MM, H267mm, 50L) White, plastic			
5	pc	Pencil sharpener – manual, single cutter heads, Heavy Duty			
30	box	Staple wire no. 10			
30	box	Staple wire no.35			
30	pc	Highlighter Pen (Assorted color)			
2	pc	Stapler, 100 sheets capacity, Uses 24/6 and 26/6 staples, Metal Body, Black, Heavy Duty			
10	pc	Glue gun (small)			
100	pc	Glue stick (small)			
		TOTAL			



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 Western Visayas

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

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

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

PR# 2023-03-0904
 RFQ# 2023-400