



**June 27, 2023**  
(Date)

**REQUEST FOR QUOTATION**  
**2023-509**  
(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](mailto:procurement@wv.da.gov.ph)
8. **DEADLINE FOR SUBMISSION OF BIDS: July 4, 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**
14. Delivery point: DA-WV SAAD Office, Filed Operations Division, 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. 2023-04-1105    ABC: Php 435,000.00  
Solicitation No. 2023-506

End-User: **DOMINADOR A. MARQUEZ**  
Contact No.

Qty.	Unit	Item Description	Brand Name /Model	Unit Price	Total Price
		<b>Procurement of supply and delivery of office supplies</b>			
500	Piece	Ballpen, black			
500	Piece	Ballpen, blue			
300	Piece	Notebook, 40 sheets, no spring type, 127x178mm			
30	Bottle	alcohol, ethyl 70% 500ml			
300	Ream	bond paper, long size			
250	Ream	bond paper, A4			



50	Ream	bond paper, short			
20	piece	masking tape, 2 inches wide			
20	Piece	packing tape, 2 inches wide			
20	Piece	scotch tape, 1 inch wide			
100	Pack	special paper, cream in color, 20sheets/pack, short size			
100	Pack	special paper, cream in color, 20sheets/pack, long size			
100	Pack	sticker paper, matte, short size, 20 sheets/pack			
100	Piece	correction tape, film base type, UL 6m min			
200	Piece	certificate jacket, plastic, A4 green customized			
150	Piece	gel pen (black, 0.5mm)			
150	Piece	gel pen (blue, 0.5mm)			
50	Dozen	double binder clip, 2'			
50	Dozen	double binder clip, 1'			
50	Box	staple wire (no. 35)			
20	Pack	battery, dry cell, AA, 2 pieces			
50	Piece	tissue 2 ply			
50	Box	paper fastener			
100	Piece	high lighter/marker			
50	Piece	sticky sign here note pad 2x4			
20	Piece	stapler with remover heavy duty (no. 35)			
20	Box	staple wire (no. 35)			
200	Piece	white folder, long			
100	Piece	white folder, short			
20	Piece	scissors size 4			
10	Piece	stamp pad ink, 30 ml			
300	Piece	brown expanded folder, long size			
30	Piece	molar box with cover, black			
30	Piece	glue, 40 grams			
10	Piece	Disinfectant, 320 ml			
50	Piece	cartolina			
50	Piece	manila paper			
58	Piece	permanent marker			
60	Piece	white board marker			
100	Pack	special paper glossy, long			
100	Pack	special paper glossy, A4			
100	Pack	special paper glossy, short			
4	Piece	glue gun, heavy duty, 240 volts/40 watts			
10	Piece	duct tape, heavy duty 2 inches			
100	Piece	glue stick, big			
21	Piece	double sided tape 1 inch			
30	Pack	battery, dry cell, AAA, 2 pieces			
5	Piece	glass cleaner			
3	Piece	Authentic 3in1 Automatic Spray Air Freshener			
4	Piece	Padding glue red, 250 grams			
100	Piece	certificate frame, A4 with white board border			
20	Piece	photo paper, A4 glossy			
20	Piece	photo paper, A4 matte			
15	Box	paper clips (50mm)			
4	Box	rubber bond (350 grams)			



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE – WESTERN VISAYAS**  
WESVIARC, Hamungaya, Jaro, Iloilo City 5000  
Email: procurement@wv.da.gov.ph ☒ Telephone: (033) 320-2370  
Website: westernvisayas.da.gov.ph

2	roll	twine, plastic (one kilo per roll)			
		<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  
WES-VIARC, 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# 2023-04-1105  
RFQ# 2023-509