



**June 27, 2023**  
(Date)

**REQUEST FOR QUOTATION**  
**2023-508**  
(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. 2023-04-1142 ABC: Php 150,000.00**  
**Solicitation No. 2023-505**

**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>			
300	Piece	Ballpen, black			
200	Piece	Notebook, 40 sheets, no spring type, 127x178mm			
50	Bottle	alcohol, ethyl 70% 500ml			
200	Ream	bond paper, long size			
100	Ream	bond paper, A4			
10	piece	masking tape, 2 inches wide			



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

10	Piece	packing tape, 2 inches wide			
10	Pack	special paper, cream in color, 20sheets/pack, short size			
50	Pack	special paper, cream in color, 20sheets/pack, long size			
50	Pack	sticker paper, matte, short size, 20 sheets/pack			
50	Piece	Record book			
50	Piece	correction tape, film base type, UL 6m min			
50	Piece	certificate holder, plastic, A4			
50	Piece	sign pen (black, 0.5mm)			
50	Piece	sign pen (blue, 0.5mm)			
10	Dozen	double binder clip, 2'			
10	Dozen	double binder clip, 1'			
15	Box	staple wire (no. 35)			
50	Pack	battery, dry cell, AA, 2 pieces			
100	Piece	tissue 2 ply			
20	Box	paper fastener			
50	Piece	high lighter/marker			
100	Piece	Long brown envelope			
50	Piece	Sticky sign here note pad 2x4			
		<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# 2023-04-1142  
 RFQ# 2023-508