



**June 15, 2023**  
 (Date)

**REQUEST FOR QUOTATION**  
**2023-255**  
 (SVP- Training 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)  
**DEADLINE FOR SUBMISSION OF BIDS: June 22, 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 (August 2023)**
13. Delivery point: RAFIS Office
14. 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.		

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. 2023-02-0617  
 Solicitation No. 2023-235

ABC:Php 139,885.00

End-User: JAMES EARL E. OGATIS  
 Contact No.335-3423

Qty.	Unit	Item Description	Brand and Model Offered	Unit Price	Total Price
		Procurement of Supply and Delivery of Art Materials and Training Supplies for the World Food Day 2023 Poster Making Contest and Celebration			
25	pcs	Acrylic paint tube set (12 colors, 12ml tube)			
25	pcs	Watercolor pan set (24 colors)			
25	pcs	Oil pastel (24 colors)			
25	pcs	Graphite drawing pencils for sketching and illustrating			



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25	pcs	Drawing/sketch book (9 inches x 12 inches/ 50 sheets/ 100 gsm, acid free)			
25	pcs	Artist canvas pad (10 sheets per pack/ 9 inches x 12 inches/280 GSM)			
25	pcs	Ruler (anodized aluminum or stainless steel)			
25	pcs	Acrylic brush set (6 different sizes) nylon hair material			
25	pcs	Plastic palette trays for oils, acrylics, and watercolors			
25	pcs	High-Quality Illustration boards (20 inches x 30 inches or 1/2 size)			
25	pcs	File case with handle, long size, large capacity, white/clear, durable			
30	packs	Board paper, 8.5 inches x 11 inches, 220GSM, white, 10 sheets/pack			
5	boxes	Storage and organizing box 120 liter-capacity, white			
100	pieces	Brown envelope, 200 lbs, short			
100	pieces	Brown envelope, 200 lbs, long			
20	ream	Bond Paper, Multicopy, A4, 80gsm			
20	ream	Bond Paper, Multicopy, 8.5"x13", 80gsm			
20	ream	Bond Paper, Multicopy, 8.5"x11", 80gsm			
5	packs	Photopaper, A4 Size, 210 gsm, glossy, 10 pieces/pack			
1	piece	Glue gun, big			
50	piece	Glue stick, standard size			
10	roll	Tape, masking, 18mm			
10	roll	Tape, masking, 48mm			
10	roll	Tape, transparent, 24mm x 50 yards			
10	roll	Double sided tape, 18mm x 5m			
15	pieces	Correction tape, 8mm			
5	pieces	Stapler, standard type, beige color			
5	pieces	Staple wire, no. 35			
1	piece	Puncher, paper, heavy duty			
5	boxes	Fastener, silver/metal, 50 pcs/box			
2	rolls	Wrapping paper, kraft, 40 meters x 18 inches			
5	pieces	Scissors, multipurpose, stainless			
100	pieces	Ballpen, 0.5mm, black			
3	doz	Pencil with eraser, no. 2			
5	pieces	Three-layer document tray, gray or white			
5	pieces	Wide Storage box, 39.68x27x29.21 cm, with Handle and lid cover, black/gray			
		<b>TOTAL</b>			



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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# 2023-02-0617  
 RFQ# 2023-255