

### Republic of the Philippines

### **DEPARTMENT OF AGRICULTURE - WESTERN VISAYAS**

WESVIARC, Hamungaya, Jaro, Iloilo City 5000

Email: procurement@wv.da.gov.ph 2 Telephone: (033) 320-2370

Website: westernvisayas.da.gov.ph

July 25, 2023 (Date)

## REQUEST FOR QUOTATION 2023-607

(SVP- Office and Janitorial 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: August 1, 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: Iloilo ROS, Sta. Barbara
- 15. The period of submission of the following documents are as follows:

Document	Submission Period*				
Certified True Copy of Valid Mayor's/Business Permit					
Certified True Copy of <b>PhilGEPS</b>		At the option of the supplier,			
Registration Number (Red or Platinum)	Before the issuance of Notice of Award	may be submitted <b>during</b> the submission of its			
Omnibus Sworn Statement					
(for ABC above Php 50,000.00)		quotation			
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. 2023-04-1070 ABC: Php 71,404.50 End-User: MA. CARMEN PRIMITIVA MALAGA Solicitation No. 2023-499 Contact No. 320-5558

Qty.	Unit	Item Description	Item Description Brand Name /Model		Total Price
		Procurement of supply and delivery of Office and Janitorial Supplies			
7	Can	INSECTICIDE, aerosol type, multi- insect killer, net content: 600ml min			
5	Ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
3	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled			
6	pack	BATTERY, dry cell, AA, 2 pieces per			



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1	1	h-1:	ı	<u> </u>
	D 1	blister pack		
5	Pack	BATTERY, dry cell, AAA, 2 pieces		
10	Roll	per blister pack Tape electrical, 10mm x 16M min		
		TAPE, MASKING, width: 24mm		
14	Roll	(±1mm)		
10	Roll	TAPE, MASKING, width: 48mm		
10	1.011	(±1mm)		
10	Roll	TAPE, TRANSPARENT, width:		
		24mm (±1mm)		
4	roll	TWINE, plastic, one (1) kilo per roll		
4	Piece	BROOM, soft (tambo)		
8	bottle	CLEANER, TOILET BOWL AND		
		URINAL, 900ml-1000ml cap		
10	Pack	DETERGENT POWDER, all purpose,		
		1kg		
10	pack	TISSUE Interfolded paper towel		
	C	(175 pulls)		
4	Can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
5	Box	Clip, backfold, all metal, clamping:		
3	DUX	25mm (-1mm)		
4	Box	Clip, backfold, all metal, clamping:		
		32mm (-1mm)		
4	Piece	Correction tape, film base type, UL		
		6m min		
1	Box	Envelope, mailing, white, 70gsm		
4	set	Marker fluorescent, 3 assorted colors		
	1	per set		
10	piece	MARKER, PERMANENT, bullet type,		
40	nings	black		
10	piece	MARKER, PERMANENT, bullet type,		
10	piece	Blue MARKER, PERMANENT, bullet type,		
10	Picce	red		
12	box	PENCIL, lead, w/ eraser, wood		
		cased, hardness: HB		
2	Piece	Philippine National Flag, 100%		
	1	polyster		
10	piece	SIGN PEN, BLACK, liquid/gel ink,		
	0-	0.5mm needle tip		
4	Case	Map pin, round head, 100 pieces per		
	Piece	Case Marker permanent broad black		
5		Marker, permanent, broad blue		
5	Piece	Marker, permanent, broad blue		
10	piece	MOLAR BOX, with cover		
25	Reams	PAPER, Multi-Purpose (Bond), Short		
25	reama	size, Substance 20/75 gsm PAPER, Multi-Purpose (Bond), Long		
25	reams	size, substance 20/75gsm		
4	roll	TAPE, Double Sided, 3mm		
6	roll	TAPE, Duct, 48 mm, black/Blue/gray		
5	roll	TAPE, Double Sided, ¾ x 10m		
20	piece	NOTEBOOK 80 leaves, ruled both		
20		sides		
32	box	CRAYONS (16 colors, non-toxic,		
J2		water proof, permanent)		
8	pack	PAPER TOWEL all purpose (2 rolls		
	<u></u>	per pack, 2 ply, 150 sheets)		
9	gallon	ALCOHOL, ethyl, 68%-72%, 1 gallon		
	1	capacity		
12	piece	LED bulb Pro Series Daylight (18		



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		watts)		
10	box	FASTENER, for paper, plastic, 50		
		sets/box		
10	Piece	BATHROOM Soap, 90gms.		
8	Gallon	BLEACHING SOLUTION		
4	Piece	CLEARBOOK, 20 transparent		
		pockets, for LEGAL size		
1	Pack	FOLDER, TAGBOARD, for legal size		
		documents		
		PUNCHER, paper, heavy duty, with		
		two-hole guide		
2	Pack	Brown envelope, long size,		
		50pcs/pack		
2	Pack	Brown envelope, short size,		
		50pcs/pack		
	pack	Disposable Face mask 3 ply Non		
20		Woven with nose clip ear loop (50		
		pcs/pack)		
15	Bottle	Multipurpose glue 16fl oz (473ml)		
		extra strong formula, dries fast, non		
		toxic)		
		TOTAL		

1 Pack FOLDER, TAGBOARD, for legal size									
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			two-hole gi		, with				
ŀ	2	Pack		elope, long size,					
			50pcs/pacl						
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For	the Bids	and Awa	ards Committ	ee:					
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ΙΔ	ARNIF R	IARAN	IDII I O / JAY	YMART P. MARTII	NF7				
	nvasser	. •	DIEEG / GA						
						Submission	of RFQ	Signature over	
_	DA RF	_	_		Cubinission		<u> </u>	printed name	
Bids and Awards Committee WES-VIARC,Brgy. Buntatala				RF	Q to be coll	ected on	•		
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Jan	o, Ilolio	Oity					,		
SIR	/ MADA	M:			sup	oplier before	deadline		
and	I fully un	derstood	the minimum	•	d agree	to furnish a	nd/or deliver	Ve have carefully read in conformity with the ein.	
Signature over Printed Name		Registered Name of Company		Tax Identification Number (indicate VAT or non-VAT registered)					
Address		Contact number	Contact number(s)		E-mail Address				
Banking Institution		Branch		Account Name					
Acc	Account Number					Date Acc	omplished		
	# 2023-0 Q# 2023								