



July 4, 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: July 10, 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	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. 2023-04-1070 ABC: Php 71,404.50 End-User: MA. CARMEN PRIMITIVA MALAGA
Solicitation No. 2023-499 Contact No. 320-5558

Qty.	Unit	Item Description	Brand Name /Model	Unit Price	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			



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

		blister pack			
5	Pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
10	Roll	Tape electrical, 10mm x 16M min			
14	Roll	TAPE, MASKING, width: 24mm (±1mm)			
10	Roll	TAPE, MASKING, width: 48mm (±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 (175 pulls)			
4	Can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
5	Box	Clip, backfold, all metal, clamping: 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 per set			
10	piece	MARKER, PERMANENT, bullet type, black			
10	piece	MARKER, PERMANENT, bullet type, Blue			
10	piece	MARKER, PERMANENT, bullet type, red			
12	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB			
2	Piece	Philippine National Flag, 100% polyester			
10	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
4	Case	Map pin, round head, 100 pieces per case			
5	Piece	Marker, permanent, broad black			
5	Piece	Marker, permanent, broad blue			
10	piece	MOLAR BOX, with cover			
25	Reams	PAPER, Multi-Purpose (Bond), Short size, Substance 20/75 gsm			
25	reams	PAPER, Multi-Purpose (Bond), Long 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 sides			
32	box	CRAYONS (16 colors, non-toxic, water proof, permanent)			
8	pack	PAPER TOWEL all purpose (2 rolls per pack, 2 ply, 150 sheets)			
9	gallon	ALCOHOL, ethyl, 68%-72%, 1 gallon capacity			
12	piece	LED bulb Pro Series Daylight (18			



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

		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			
20	pack	Disposable Face mask 3 ply Non Woven with nose clip ear loop (50 pcs/pack)			
15	Bottle	Multipurpose glue 16fl oz (473ml) extra strong formula, dries fast, non toxic)			
		TOTAL			

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

LAARNIE B. JARANDILLO / JAYMART P. MARTINEZ

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# 2023-04-1070
 RFQ# 2023-502