



July 5, 2023
(Date)

REQUEST FOR QUOTATION
2023-628
(SVP- Agricultural and Marine
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 12, 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-WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City
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. 2023-06-1410 ABC: Php 73,940.75
Solicitation No. 2023-593

End-User: JOHN A. AMORSOLO
Contact No.

Qty.	Unit	Item Description	Brand Name /Model	Unit Price	Total Price
		Procurement of supply and delivery of Office Supplies			
20	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			
9	Pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			
30	Piece	CORRECTION TAPE, 8 meters			
36	piece	Correction fluid Pen - high quality			
10	piece	CERTIFICATE HOLDER, A4			
2	Box	ENVELOPE, Expanding, Kraft, 100			



		pieces per box, legal			
30	Pack	FOLDER, TAGBOARD, for Long size documents, 100s/pack, white regular folder			
24	piece	MARKER, Permanent, Black, bullet type			
48	piece	MARKER, permanent, broad, black			
2	case	PUSH PIN, flat head type, assorted colors, 100 pieces per case			
50	piece	MOLAR BOX, with cover, royal blue			
25	ream	PAPER, Multi-Purpose (copy), Short size, Substance 20/70 gsm			
75	ream	PAPER, Multi-Purpose (copy), Long size, 8.5"x13", substance 20/70gsm			
25	Ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream, 8.3" x 11.7",70 gsm			
5	book	RECORD BOOK, 300 PAGES size: 214mm x 278mm min			
5	Book	RECORD BOOK, 500 PAGES size: 214mm x 278mm min			
10	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
10	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
10	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
5	piece	Whiteboard (60cm x 90cm)			
25	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack			
5	Pair	SCISSORS, 8", symmetrical or asymmetrical			
24	Piece	Sign pen V ball, 0.4 extra fine, black			
24	Piece	Sign pen V ball, 0.4 extra fine, Blue			
24	Piece	SIGN PEN, Black, liquid or gel 0.5			
24	piece	SIGN PEN, Blue, liquid or gel 0.5			
5	Piece	RULER, stainless steel, 30 mm 12inch			
		Terms & Conditions: Transport cost is inclusive on the price per unit. Items should be deliver as per attached point of delivery.			
		TOTAL			



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

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

RINNO UMADHAY / CATALINO BILBAO, JR.
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# 2023-06-1410
RFQ# 2023-629