



July 25, 2023  
(Date)

**REQUEST FOR QUOTATION**  
**2023-658**  
(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
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: DA6-WESVIARC Jaro, 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. 2023-06-1466  
Solicitation No. 2023-619

ABC: Php 73,960.00

End-User: FRANCIS CAPINO  
Contact No.

Qty.	Unit	Item Description	Brand Name /Model	Unit Price	Total Price
		<b>Procurement of supply and delivery of Office Supplies</b>			
6	Box	Bondpaper (Letter, 8.5 x 11", 70 gsm, 5 ream/box)			
5	Box	Bondpaper (Legal 8.5 x 13", 70 gsm, 5 ream/box)			
6	Box	Bondpaper (A4, 70 gsm, 5 ream/box)			
5	Piece	Cutter (stainless steel, big)			
6	Piece	Scissor (stainless steel, heavy duty)			
5	Piece	Stapler (No.35, w/ remover)			



8	Piece	Ruler (12 inches, flexible)			
5	Piece	3 tier document tray (steel, black)			
4	Piece	White board (24" x 36", magnetic, aluminum frame)			
15	Piece	Molar box (w/cover, dark green)			
2	Box	White board marker (black, fine , 12pcs/box)			
10	Piece	Clip Board (transparent)			
6	Piece	Plastic expanding envelop (w/ handle)			
6	Box	Ballpen (black, 0.5mm, 12 pcs/box )			
3	Box	Ballpen (red, 0.5mm, 12 pcs/box )			
5	Box	Permanent marker (black, fine, 12 pcs/box)			
8	Piece	Correction tape (refillable)			
14	Piece	Sticky note (3x3 inch ,yellow)			
30	Piece	Highlighter pen (neon yellow and green)			
8	Piece	Glue (multi-purpose, 240g/pcs)			
2	Roll	Manila paper (500 sheets)			
10	Box	Paper Clip 50mm			
10	Box	Paper Clip 33mm			
30	Piece	Clear Packaging Tape 1"x50m			
30	Piece	Clear Packaging Tape 2"x100m			
10	Box	Binder Clip 25mm, (black, 12 pcs/box)			
10	Box	Binder Clip 35mm (black, 12pcs/box)			
1	Piece	Paper Trimmer A3 Metal (15"x18)			
10	Box	Plastic Paper Fastener			
10	Box	Pencil (Mongol No. 2, 12 pcs/box)			
25	Packs	Glossy sticker paper (A4, 20 Sheets)			
10	Piece	Clear Book (Long)			
10	piece	Clear book (Short)			
		Terms and Conditions: Transport cost is inclusive on the price per unit			
		<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

**RINNO UMADHAY / CATALINO BILBAO, JR.**  
 Canvasser

	Submission of RFQ	Signature over printed name
	RFQ to be collected on	
	RFQ to be submitted by supplier before deadline	

PR# 2023-06-1466  
 RFQ# 2023-658



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE – WESTERN VISAYAS**  
WESVIARC, Hamungaya, Jaro, Iloilo City 5000  
Email: [procurement@wv.da.gov.ph](mailto:procurement@wv.da.gov.ph) ☒ Telephone: (033) 320-2370  
Website: [westernvisayas.da.gov.ph](http://westernvisayas.da.gov.ph)

The DA RFO VI  
Bids and Awards Committee  
WES-VIARC, Brgy. Buntatala  
Jaro, -Iloilo City

**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# 2023-06-1466  
RFQ# 2023-658