

July 31, 2023

Date

REQUEST FOR QUOTATION
 2023-694
 (SVP-Training/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 7, 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 (October 2023)
14. Delivery point: DA RAFIS Office, Parola, 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. 2023-07-1578
Solicitation No. 2023-651

ABC: Php 69,935.00

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

Quantity	Unit	Item Description	Brand Name / Model Offered	Unit Price	Total
		Procurement of supply and delivery of training/office supplies			
12	ream	Bond Paper, short size, 70gsm			
12	ream	Bond Paper, long size, 70gsm			
12	ream	Bond Paper, A4 size, 70gsm			
20	piece	Ballpen, finpoint, black			
20	piece	Ballpen, finpoint, blue			
20	piece	Ballpen, finpoint, red			
20	piece	Sign Pen, 0.7mm, black			
20	piece	Sign Pen, 0.7mm, red			
20	pack	Board Paper, short size, white			
2	set	Rechargeable Pro Quick battery charger with 4 pcs AA 2000mAh rechargeable batteries			
10	Pack	Lithium battery, AA, long lasting, 2pcs/pack			
7	Pack	Lithium battery, AAA, long lasting, 2pcs/pack			
5	Piece	Document tray, white/beige, 3 layers			
2	Roll	Ribbon (cloth fabric), 1 1/2 inches, 30 meters, green			
15	Piece	Acrylic name holder, 7 inches x 3 inches			
4	Box	Storage and organizing box 120 liter-capacity, white			
3	Pack	Photopaper, A4 Size, at least 200 gsm, glossy, 10 pieces/pack			
12	set	Promotional Collapsible Booth Event Booth Portable Booth 82cm x 40cm x 195cm			
		TOTAL			

For the Bids and Awards Committee:

MS. HUSSEIN A. DEROTAS
 GEPS Posted/DA Website/1 conspicuous place
 Service Office

MS. MAE P. NONES
 Head, Procurement

ARCHIEL ENCANTO / ARLENE DELOS REYES
 Canvassers

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Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
 Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
 westernvisayas@mail.da.gov.ph | (033) 336-4221

DA WESTERN VISAYAS
 Bids and Awards Committee
 WESVIARC, Hamungaya,
 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

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