



**July 31, 2023**

Date

**REQUEST FOR QUOTATION**

2023-695

(SVP-Advocacy Collaterals)

**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 <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. 2023-07-1580**  
**Solicitation No. 2023-652**

**ABC: Php 387,500.00**

**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 advocacy collaterals for the National Rice Awareness Month 2023 Celebration			
100	Piece	t-shirt with customized print round neck-type, assorted sizes (9XS-3XL) possible colors: white, green, black, brown with high quality colored print front and back			
200	Piece	Insulated mug White color, 12 oz capacity, with lid and handle, insulates hot and cold liquid With customized colored print design (wrap around the mug)			
200	Piece	Baseball cap Brown and green with embroidered and colored logo/text design			
50	Piece	Wall clock Analog type, 10" diameter imprint area which can be printed with a full bleed and up to full-color imprint graphics Aluminum material			
200	Piece	Umbrella automatic, foldable, 8 panels, with customized print Possible Colors: Green/mocha brown			
300	piece	Customized button pins 3 inches diameter, colored print design Made of tinplate, lightweight, anti-rust, anti-corrosion, durable			
200	piece	PVC Hand Fan with handle, customized shape and back to back colored print			
		Terms and Conditions: The supplier shall present an actual sample before the mass production; The supplier shall deliver the materials to the RAFIS Office;			
<b>TOTAL</b>					



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

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

**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

PR# 2023-07-1580  
 RFQ# 2023-695