

**August 22, 2023**  
 Date

**REQUEST FOR QUOTATION**  
 2023-658  
 (SVP)

**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 DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**. Online or electronic submission should be password protected and send to [procurement@wv.da.gov.ph](mailto:procurement@wv.da.gov.ph) with the **PR Number and Deadline of Submission as Subject** in the E-mail.
8. **DEADLINE FOR SUBMISSION OF BIDS: August 29, 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 Mayor's/Business Permit	Should be submitted upon submission of Request for Quotation	*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.
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)		

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      ABC: Php 73,960.00**  
**Solicitation No. 2023-619**

**End-User: FRANCIS CAPINO**  
**Contact No.**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		<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>			



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

\_\_\_\_\_  
**ATTY. ROLIN M. ASUNCION**  
Head, BAC-Secretariat

**DA WESTERN VISAYAS**  
Bids and Awards Committee  
WESVIARC, Hamungaya,  
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