

Republic of the Philippines DEPARTMENT OF AGRICULTURE WESTERN VISAYAS

Hamungaya, Brgy. Buntatala, Jaro, Iloilo City westernvisayas@mail.da.gov.ph | (033) 336-4221

PR# 2023-06-1410

September 15, 2023
Date

REQUEST FOR QUOTATION

2023-629 (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 with the PR Number and Deadline of Submission as Subject in the E-mail.
- 8. **DEADLINE** FOR SUBMISSION OF BIDS: **September 22, 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, 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		*Non-submission of any or
<u> </u>	upon submission of	all documentary requirements within 24
	Quotation	hours upon notice shall disqualify the lowest
Income Tax Return (for ABC above Php 500,000.00)		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.



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ABC: Php 73,940.75 End-User: JOHN A. AMORSOLO PR No. 2023-06-1410 Solicitation No. 2023-593 **Contact No. 329-0956**

Quantity	Unit	Item Description	Brand Name / Model Offered	Unit Price	Total
		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 delivered as per attached point of delivery. TOTAL			
		IUIAL			





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PR# 2023-06-1410

For the Bids and Awards Committee:	
MS. HUSSEIN A. DEROTAS	ATTY. ROLIN M. ASUNCION
GEPS Posted/DA Website/1 conspicuous place	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
Signature over Frinted Name	Registered Name of Company	(Indicate VAT or non-VAT registered)
Address	Contact number(s)	E-mail Address
Banking Institution	Branch	Account Name
Account Number		Date Accomplished