



**BAGONG PILIPINAS** *Masaganang Agrikultura,  
Maunlad na Ekonomiya*



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

PR# 2023-08-1670

**September 27, 2023**  
Date

**REQUEST FOR QUOTATION**  
2023-761  
(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 **manually 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**.
8. **DEADLINE FOR SUBMISSION OF BIDS: October 4, 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: November 2023
14. Delivery point: DA RAFIS, 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	<b>Should be submitted upon submission of Request for Quotation</b>
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.



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**PR No. 2023-08-1670 ABC:Php 240,000.00 End-User: JAMES EARL E. OGATIS**  
**Solicitation No. 2023-724 Contact No.**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of 2024 Corporate Calendars			
200	Copies	<p><b>Wall Calendar (Large)</b> Size: 17 inches x 22 inches Paper material for cover (first page): Krome Kote 189, one-side Coated, full color, with gloss lamination (one-side print only) Paper materials for inside pages: C2S 200-300 gms thickness, with high quality full color glossy (one-side print only) No. of leaves (including front cover): 14 (with one-side print) With spiral binding, with Philippine holidays, with high tide and low tide indications</p>			
1000	Copies	<p><b>Wall Calendar (Small)</b> Size: 17 inches x 22 inches Paper: Book 60, with colored print (one-side only) No. of leaves: 6 (2 months in one page) Binding type: metal slide With Philippine Holidays, with high tide and low tide indications</p>			
200	Copies	<p><b>Monthly Desktop Calendar</b> Size: 8.27 inches x 11.69 inches Leather Covered Cardboard Backing Paper materials: 80 gsm, matte Inside page: with high quality full color print No. of leaves: 13 leaves (one side print only) 12-month calendar Secured with plastic corner straps</p>			
		<p><b>Terms and Conditions:</b> *The supplier shall handle the lay outing of the calendar with the dummies, photographs and logos presented/submitted by the end-user *The supplier shall present actual samples to the end-user before the mass production * The supplier shall allow staff from the requesting office to sit in for press Work/final lay outing *The supplier shall provide soft copy of the finished output to the end-user</p>			
		<b>TOTAL</b>			



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PR# 2023-08-1670

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