



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# 2023-09-1836

September 36, 2023
Date

REQUEST FOR QUOTATION
2023-794
(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: October 3, 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: 15 days upon receipt of Notice to Proceed
14. Delivery point: SAAD RPMSO 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	Should be submitted upon submission of Request for 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)	

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. 2023-09-1836

ABC: Php 72,337.55

End-User: DOMINADOR A. MARQUEZ

Solicitation No. 2023-750

Contact No. 327-3460

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of office supplies			
25	ream	Bond paper, long size			
20	ream	Bond paper, A4			
15	ream	Bond paper, short			
75	pc	Gen pen (black,0.4mm)			
75	pc	Gen pen (blue,0.4mm)			
15	pc	White board marker (blue)			
15	pc	White board marker (red)			
15	pc	White board marker (black)			
150	pc	Brown expanded folder, long size			
15	pc	Molar box with cover, black			
175	pc	Brown envelope, short size			
10	pc	Stapler with remover heavy duty (no.35)			
250	pc	Ball pen, black			
250	pc	Ball pen, blue			
20	dozen	Double binder clip, 2'			
20	dozen	Double binder clip, 1'			
120	roll	Tissue 2ply			
23	pc	Sticky sign here note pad 2x4			
15	box	Paper fastener			
10	pc	High lighter/marker (pink)			
10	pc	High lighter/marker (yellow)			
16	pc	Correction tape, film base type, UL 6m min.			
20	pack	Battery, dry cell, AA,2 pieces			
20	pack	Battery, dry cell, AAA,2 pieces			
4	pc	Puncher, heavy duty, 2 hole			
25	pc	Record book, 300 pages			
		TOTAL			



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PR# 2023-09-1836

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