



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

October 17, 2023Date

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 manually submitted to DA Western Visayas, BAC Secretariat 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 24, 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	Should be submitted
Certified True Copy of PhilGEPS	upon submission of
Registration Number (Red or Platinum)	Request for
Omnibus Sworn Statement	Quotation
(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. 2023-06-1410 ABC: Php 73,940.75 End-User: JOHN A. AMORSOLO 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)			
20	D'	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:			
9	book	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			
23	pack	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			
J	11000	Terms & Conditions:			
		Transport cost is inclusive on the			
		price per unit.			
		Items should be delivered as per			
		attached point of delivery.			
		TOTAL			



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PR# 2023-06-1410

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.

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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	