



**PR# 2023-06-1410**

**November 30, 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 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: December 7, 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 <b>Mayor's/Business Permit</b>	<b>Should be submitted upon submission of Request for Quotation</b>
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)	
<b>Income Tax Return</b> (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.



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 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
		<b>Procurement of supply and delivery of Office Supplies</b>			
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.			
		<b>TOTAL</b>			



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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