

November 14, 2023
Date

REQUEST FOR QUOTATION
2023-901
(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 the DA Western Visayas, BAC Secretariat Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City.
8. **DEADLINE FOR SUBMISSION OF BIDS: November 17, 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: 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.

PR No. 2023-11-2029
Solicitation No. 2023-822

ABC: Php 199,994.00

End-User: MARIA TERESA T. SOLIS
Contact No. 337-1227

Quantity	Unit	Item Description	Brand Name / Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of office supplies to be used for the Implementation of KADIWA ni Ani at Kita (KADIWA Financial Grant)			
50	piece	2024 Planner, Size: 8" (height) x 5.5" (width)' HIGH QUALITY with calendar Jan-Dec. 2024, with to-do-list and note section			
100	piece	Record Books, 300 sheets, size: 214mm x 278mm min			
3	Piece	stamp pad #4			
100	Piece	Certificate holder, A4 size			
100	Piece	Sign pen,black, liquid/gel ink, 0.5mm needle tip			
100	piece	Sign pen,blue liquid/gel ink, 0.5mm needle tip			
30	piece	Sign pen,red liquid/gel ink, 0.5mm needle tip			
1,000	piece	Ballpen,black			
3	piece	Stamp "CERTIFIED TRUE COPY"			
2	piece	Stamp "RECEIVED" with dater			
20	box	Staple wire no. 10-1m			
100	piece	Plastic Envelope with handle and Zipper, long size, expanding, high quality			
30	piece	Scissors, symmetrical, good quality, heavy duty			
3	Gallon	Alcohol, ethyl, 68%-72%, 1 gallon, scented			
30	pack	Toilet Tissue Paper, good quality			
30	set	Stick-on Notes-plastic "please SIGN"			
80	pack	Specialty board paper, A4 size, 200 gsm, Pale Cream 10sheets/pack			
51	pack	NOTE PAD, stick on, 50mm x 76mm (2"x 3") with lines, assorted colors			
25	piece	laptop stand, aluminum alloy collapsible, high quality, black/silver			
3	piece	dater			
50	unit	Calculator, 12 digits: MX-120 b			
20	pack	AAA Battery cell, super heavy duty, 4 cell/pack			
20	pack	AA Battery cell, super heavy duty, 4 cell/pack			
270	piece	Expandable Eco totebag, Black, size: Large, with DA Logo			
5	piece	Stamp Pad Ink, Blue, 30 ml per piece			

7	piece	power bank, 12000 mAh			
3	piece	8 Gang Extension Cord, with USB port (AEC-H1013)			
30	piece	Highlighter Pen, assorted colors			
		TOTAL			

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