*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](mailto:westernvisayas@mail.da.gov.ph) | (033) 336-4221

**PR# 2023-10-1993**

# INSTRUCTIONS:

# REQUEST FOR QUOTATION

2023-890 (SVP)

## December 12, 2023

Date

1. Bidders are required to read the instructions and fill all the blanks properly.



1. 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)
2. Any erasure or alteration in the unit and/or total price shall render the offer of the supplier invalid.
3. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
4. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. The brand name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
6. 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.
7. **DEADLINE** FOR SUBMISSION OF BIDS**: December 19, 2023 at 12:00 nn.**
8. Price quotation(s) submitted shall be valid for a period of 45 days reckoned from the deadline for submission of quotations.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: 60 days
11. 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.
12. Delivery period: 30 days upon receipt of Notice to Proceed
13. Delivery point: RCPC, WESVIARC Compound, Hamungaya, brgy. Buntatala, Jaro, Iloilo City
14. 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) |

1. 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. 2023-10-1993 ABC: Php 62,200.00 End-User: RYAN V. RASGO

**Solicitation No. 2023-815 Contact No. 329-6958**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Brand Name / Model Offered** | **Unit Price** | **Total** |
|  |  | Procurement of supply and delivery of printing of brochure and tarpaulin, inclusive of  encoding and lay-outing |  |  |  |
|  |  | Brochure: size 8.5 inches x 14 inches  Material: C2S 200 lbs, back to back print  Colored: 2 folds, 3 panels, with varnish |  |  |  |
| 3600 | Piece | Rice grain bug |  |  |  |
| 1000 | Piece | PRIME infographics |  |  |  |
| 12 | Piece | Tarpaulin, colored, size 2ft x 3ft |  |  |  |
|  |  | **TOTAL** |  |  |  |

For the Bids and Awards Committee:

# MS. HUSSEIN A. DEROTAS ATTY. ROLIN M. ASUNCION

GEPS Posted/DA Website/ Head, BAC Secretariat 1 conspicuous place

# 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 |