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| PR# 2024-0448 |

**February 27, 2024**

Date

**REQUEST FOR QUOTATION**

2024-303

(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**: March 5, 2024 at 1:00 pm.**
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 NTP**
14. Delivery point: **DA-WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City**
15. The period of submission of the following documents are as follows:

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| **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. 2024-0448 ABC: Php 81,439.00 End-User: JOHN A. AMORSOLO**

**Solicitation No. 2024-209 Contact No.:**

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| **Quantity** | **Unit** | **Item Description** | **Brand Name /Model Offered** | **Unit Price** | **Total** |
|  |  | Procurement of Supply and Delivery of Various Office Supplies |  |  |  |
| 10 | Pack | BATTERY, dry cell, size AA, 2 pieces per pack |  |  |  |
| 10 | Pack | BATTERY, dry cell, size AAA, 2 pieces per pack |  |  |  |
| 30 | Piece | CORRECTION TAPE, 8 meters |  |  |  |
| 15 | Piece | CORRECTION PEN, high Quality |  |  |  |
| 10 | Piece | CERTIFICATE HOLDER, A4 size |  |  |  |
| 2 | Box | ENVELOPE, Expanding, Kreft, 100 pieces per box |  |  |  |
| 4 | Pack | FOLDER, TAGBOARD, Long, 100s/pack, white |  |  |  |
| 12 | Piece | MARKER, permanent, bullet type, black |  |  |  |
| 36 | Piece | MARKER, permanent, broad, black |  |  |  |
| 10 | Piece | MOLAR BOX, with cover, blue |  |  |  |
| 10 | Piece | MOLAR BOX, with cover, black |  |  |  |
| 30 | Piece | MOLAR BOX, with cover, royal blue |  |  |  |
| 20 | ream | PAPER, Multi-Purpose (copy), Short, 20/70 gsm |  |  |  |
| 25 | ream | PAPER, Multi-Purpose (copy), A4, 20/70 gsm |  |  |  |
| 40 | ream | PAPER, Multi-Purpose (copy), Long, 20/70 gsm |  |  |  |
| 10 | ream | PAPER, Multi-Purpose (copy), Legal, 20/70 gsm |  |  |  |
| 10 | Pack | SPECIALTY PAPER, brilliant white, A4, 85 gsm, 20 pcs/pack |  |  |  |
| 10 | Pack | SPECIALTY PAPER, ivory, long, 85 gsm, 20 pcs/pack |  |  |  |
| 2 | Pack | Sticker Paper, A4, Glossy, White, 10 pcs/pack |  |  |  |
| 5 | Book | RECORD BOOK, 300 pages size: 214mm x 278mm min |  |  |  |
| 5 | Book | RECORD BOOK, 500 pages size: 214mm x 278mm min |  |  |  |
| 35 | Pad | MEMO PADS, Colored, 3”x3”, 400 sheets per pad |  |  |  |
| 10 | Pad | NOTE PAD, stick on, 3” x 4”, 100 sheets per pad |  |  |  |
| 6 | Piece | Whiteboard (24inches x 36 inches) |  |  |  |
| 12 | Piece | Sign Pen V ball, 0.4 extra fine, black |  |  |  |
| 12 | 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 |  |  |  |
| 6 | Piece | METER Stick, stainless steel, 100cm |  |  |  |
| 2 | Box | ENVELOPE, Mailing, Long, 500 per box |  |  |  |
| 6 | Box | FASTENER, for paper, plastic, 50 sets/box |  |  |  |
| 2 | Box | FASTENER, for paper, plastic, 8 1/2 long, 50 sets/box |  |  |  |
| 100 | Piece | ID Holder with lace |  |  |  |
| 5 | Piece | STAMP, “CERTIFIED MACHINE COPY”, rubber |  |  |  |
| 5 | Piece | DATER with received |  |  |  |
|  |  | Terms and Conditions:  -Transport cost is inclusive on the price per unit.  -Items should be deliver as per attached point of delivery |  |  |  |
|  |  | **TOTAL** |  |  |  |

For the Bids and Awards Committee:

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**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 |