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| **PR# 2024-0431** |

 **February 19, 2024**

**REQUEST FOR QUOTATION**

2024-154

(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**: February 26, 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: **15** days upon receipt of NTP
14. Delivery point: **DA WESVIARC, 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. 2024-0431 ABC: Php 74,700.00 End-User: CARMELITA C. FANTILANAN**

**Solicitation No. 2024-101 Contact No.: 335-4766**

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| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Brand Name /Model Offered** | **Unit Price** | **Total** |
|  |  | **Procurement of Supply and Delivery of Photocopier Rental Services** |  |  |  |
|  |  | **April to December 2024** |  |  |  |
| 1 | Unit | **Specifications:**Resolution 600 x 600dpiGradation 256Memory Capacity 2GBOriginal Type Sheet, Book, ObjectsMax. Original Size A3 (297 x 420mm) or 11” x 17”Output Size A3-A6 or 11” x 17”Warm up Time 20 sec. or lessFirst Copy Time 5.3 secCopy Speed 36 copies pages/minute (A4)Automatic Document FeederZoom 25%-400% (in 0.1% increments)Paper Capacity Std. 2 Universal Trays – 500 sheetsMulti Bypass Tray – 100 sheets (up to A3)Multiple Copy 1-9,999 sheets, Countdown, Interrupting CapabilityPower Req. AC220-240V 76.3A (50/60Hz)Power Cons. 1.5kW or lessWeight 56.5 kgsInterface 10 Base-T/100 BASE-TX/1000 BASE-T, USB 1.1 |  |  |  |
|  |  | Terms and Conditions:1. 8,000 copies per month
2. Free consumables & spare parts
3. Free operators training
4. Payment will be collected every month upon receipt of billing statement
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|  |  | **TOTAL** |  |  |  |

For the Bids and Awards Committee:

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

GEPS Posted**/**DA Website/1 conspicuous place 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)

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 Address Contact number(s) E-mail Address

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 Banking Institution Branch Account Name

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 Account Number Date Accomplished