

PR# 2024-0610

February 20, 2024
Date

REQUEST FOR QUOTATION
 2024-248
 (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 27, 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: June to December 2024
14. Delivery point: HVCDP Office, 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 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. 2024-0610
Solicitation No. 2024-181

ABC: Php 66,500.0

End-User: GLENN L. MARIANO
Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of Photocopier rental services			
7	Month	Photocopier rental services for the period of June to December 2024 assigned at HVCDP Office			
		Specifications: Scan-main 600 dpi x sub 600 dpi Print – 1,800 dpi (equivalent) x 600 dpi Memory capacity – (std. max) 2gb/4gb HDD 250gb (optional) Original type – sheet, books, object Copy out time – 4.5sec or less Copy speed – 36 ppm Zoom – 25% to 400% (in 0.1% increments) Paper capacity – tray 1 – 500 sheets (up to b4) Tray 2 – 500 sheets (up to A3) Multi bypass tray – 100 sheets (up to A3) Paper weight – tray 1 ½ 60 to 22g/m2 Multi copy – to 9,999 sheets power Requirements – AC230V 7 A (50 to 60 Hz) Max Power consumption – 1.5kw or less Space requirements – 899 x 1.172mm Warm up time 20 sec or less the time requirements to start printing – 20 sec. Machine include – 250GB HDD			
		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