



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
 Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
 westernvisayas@mail.da.gov.ph | (033) 336-4221

PR# 2024-0505

April 17, 2024
 Date

REQUEST FOR QUOTATION
 2024-242
 (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: April 24, 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-Operation Division, Parola, 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.



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PR No. 2024-0505
Solicitation No. 2024-175

ABC: Php 163,478.00

End-User: ANDREW T. PALOMAR
Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement and Delivery of Training Supplies			
200	Pcs	Ballpen (Black 0.5)			
50	Pcs	Ballpen (Black 0.3)			
14	Pcs	Ballpen (Red 0.3)			
30	Pcs	Manila Paper			
30	Pcs	Record Book 200 pages			
5	Pcs	Stapler with remover # 35			
5	Boxes	Staple wire # 35			
80	Reams	Bond Paper (A4)			
70	Reams	Bond Paper (8.5 x 11)			
70	Reams	Bond Paper (8.5 x 13)			
70	Reams	Bond Paper (8.5 x 14)			
50	Pcs	Folder (long; white)			
50	Pcs	Folder (short; white)			
50	Pcs	Expanding Brown Envelop Long			
10	Pcs	Clear Book Long			
80	Packs	Photopaper			
50	Pcs	Certificate Holder (A4)			
120	Packs	Special Paper (A4; GSM 90; cream)			
50	Pcs	Paper Bag (plain; brown; medium size; with handle)			
20	Pcs	Pentel pen (Black; broad)			
20	Pcs	Pentel pen (Black; fine)			
10	Packs	Construction Paper (long) Light pink			
10	Packs	Construction Paper (long) Yellow Green			
10	Packs	Construction Paper (long) Yellow			
10	Packs	Construction Paper (long) Sky Blue			



BAGONG PILIPINAS



Masaganang Agrikultura,
Maunlad na Ekonomiya

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10	Packs	Construction Paper (long) Light Orange			
12	Pcs	Correction Tape 5mmx8m			
36	Boxes	Pencil #2 (12's)			
24	Pcs	Pencil Sharpeners (ordinary; two-hole)			
5	Pcs	Glue (White; all purpose; 130g; easy to use)			
12	Pcs	Scotch Tape (Clear; Big Core; ½ x50mm)			
10	Pcs	Double-sided tape (Big Core; ½ x50mm)			
1	Pcs	Puncher (Heavy duty; large; double hole w/ measurement tool)			
5	Pcs	Highlighter pen			
3	Pcs	Packing Tape (Big) Tan/Brown 2 inches			
5	Pads	Sticky Note Pads (2x3)			
5	Packs	Sign Here Arrow tabs (plastic)			
24	Pcs	AA Battery			
24	Pcs	AAA Battery			
10	Sets	Epson 664 70ml			
13	Pcs	Canon Ink #790 Black 135ml			
10	Pcs	Canon Ink #790 Yellow 70ml			
10	Pcs	Canon Ink #790 Magenta 70ml			
10	Pcs	Canon Ink #790 Cyan 70ml			
6	Pcs	Storage Box (Clear) 95L			
1	box	Rubber Band Thick			
5	Pcs	Calculator (12digit; 2-way power; solar and AAA Battery)			
3	Pcs	Scissors (Stainless Steel)			
10	Pcs	Molar Box (Green, without cover)			
		TOTAL			



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For the Bids and Awards Committee:

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