



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

PR# 2024-0896

  
**April 16, 2024**  
 Date

**REQUEST FOR QUOTATION**  
 2024-490  
 (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 23, 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: **November 2024**
14. Delivery point: **DA-RAFIS**
15. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid <b>Mayor's/Business Permit</b>	Should be submitted upon submission of Request for Quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)	
<b>Income Tax Return</b> (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. 2024-0896  
 Solicitation No. 2024-336

ABC: Php 346,000.00

End-User: JAMES EARL E. OGATIS  
 Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		<b>One Job Order for the encoding of contents, layouting, editing and printing of Department of Agriculture – Western Visayas’ 2025 Calendars</b>			
800	copies	<b>WALL CALENDARS 2025</b> <b>Size:</b> 18 inches x 24 inches <b>Paper Material for Cover</b> (first page): Krome Kote 189, one-side Coated, full color, with gloss lamination (one-side print only) <b>Paper Material for Inside Pages:</b> C2S 200-300 gsm thickness, with high quality full color print, glossy (one-side print only) <b>No. of leaves</b> (including front cover): 14 (with one-side print) With Philippine holidays and high tide and low tide indications (using corporate color palettes of the DA) Spiral binding			
200	copies	<b>MONTHLY DESKPAD CALENDAR 2025</b> <b>Size:</b> 17 inches x 12 inches (paper and holder) <b>Cover:</b> Green color waterproof deskpad protector (hard bound) <b>Paper Material:</b> Matte (at least 200 gsm) <b>Inside Pages:</b> With high quality full color print <b>No. of Leaves:</b> 13 leaves (one side print only) Monthly Calendar Secured with plastic corner straps			
		Terms and Conditions: <ul style="list-style-type: none"> <li>• The supplier shall take charge of the layouting of calendars</li> <li>• The supplier shall present three (3) printed drafts of calendars to the end-user before the actual or mass production</li> <li>• The supplier shall allow RAFIS staff/ information officer to sit in during press work/ layouting</li> <li>• The supplier shall have a physical branch or satellite office within Region 6 for convenient press work appointment of RAFIS staff</li> <li>• The supplier shall provide soft copy of the finished publication to the end-user upon delivery of the hard/ printed copies.</li> </ul>			
		<b>TOTAL</b>			



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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.

\_\_\_\_\_  
 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