



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

PR# 2024-0649

**May 6, 2024**  
 Date

**REQUEST FOR QUOTATION**  
 2024-332  
 (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: May 13, 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: please see attachments
14. Delivery point: Field Operation Division (SAAD), Parola, Iloilo City
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.



BAGONG PILIPINAS



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**PR No. 2024-0649 ABC: Php 679,810.00 End-User: ENGR. JOSE ALBERT A. BARROGO**  
**Solicitation No. 2024-235 Contact No.: 327-3460**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		<b>Training supplies to be used during the conduct of various trainings of SAAD Program for CY 2024</b>			
1,000	pcs	customized notebook (50 sheets) pls see attached lay out			
1,930	Pcs	customized notepad (40 sheets) (1/2 crosswise, portrait, size) pls see attached lay out			
500	pcs	Customized tote bags (color: Black; size 13" (L) x 12" (W) with zipper) pls see attached lay out			
1,930	pcs	Ballpen (black)			
500	pcs	Ballpen (blue)			
100	bottle	alcohol, ethyl with moisturizer 70% 500ml			
20	ream	bond paper, long size			
20	ream	bond paper, A4			
20	ream	bond paper, short			
30	pcs	masking tape, 2 inches wide			
50	pcs	packing tape, 2 inches wide			
40	pcs	scatch tape, 1 inch wide			
20	Pack	special paper, cream in color, 20sheets/pack, short size			
20	pack	special paper, cream in color, 20sheets/pack, long size			
50	pack	sticker paper, matte, short size, 20sheets/pack			
30	pcs	correction tape, film base type, UL 6m min			
200	pcs	certificate jacket, plastic, A4 green customized with DA SAAD Logo			
150	pcs	gel pen (black, 0.5mm)			
100	pcs	gel pen (blue, 0.5mm)			



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50	pcs	gel pen (black, 0.3mm)			
50	pcs	sticky sign here note pad 2x4			
20	pcs	stapler with remover heavy duty (no.35)			
20	box	stapler wire (no.35)			
20	pcs	ruler, stainless steel, 12 inches			
40	pcs	High impact storage box, organizing, 120 liters capacity, with handle, Megabox			
10	box	rubber bond ( 350 grams)			
10	pcs	duck tape, heavy duty 2 inches			
40	pcs	molar box with cover, black			
100	pcs	cartolina, assorted color			
150	pcs	manila paper			
30	pcs	high lighter, assorted color			
100	pcs	permanent marker, broad			
50	pcs	white board marker, black			
3	pcs	Extension cord, heavy duty, 6 socket			
2	pcs	white board, 4x5 magnetic wall type			
6	pcs	cork board with aluminum frame, 2x2			
5	pcs	tape dispenser, table top			
5	pcs	puncher, paper, heavy duty, 2 holes			
500	pcs	expanding envelop, long size			
30	pcs	Lever arch data folder			
		<b>Specifications:</b>			
		Material: hard cardboard			
		suitable for legal size/2 inches			
50	Box	pencil			
		<b>TOTAL</b>			



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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