



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

PR# 2024-0763
May 20, 2024
 Date

REQUEST FOR QUOTATION
 2024-414
 (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 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: **30 Days Upon Receipt of NTP**
14. Delivery point: **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.



BAGONG PILIPINAS



Masaganang Agrikultura,
Maunlad na Ekonomiya

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

PR No. 2024-0763

Solicitation No. 2024-292

ABC: Php 55,120.00

End-User: MARIA TERESA T. SOLIS

Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supplies/ materials during the various trainings/ seminars/ meetings/project assessments and planning workshops of marketed related infrastructure projects of AMAD			
20	Pack	Board, Specialty paper, A4 size, 8.3" x 11.7", 220 gsm, 20 pcs/pack, color cream			
20	Pack	Board, Specialty paper, Short size, 8.5" x 11", 220 gsm, 20 pcs/pack, color cream			
1	Box	ENVELOPE, Documentary, 8.5" x 11", 500 pieces per box, short size document, brown			
1	Box	ENVELOPE, Documentary, legal, 500 pieces per box, long size document, brown			
15	Ream	PAPER, Multi-Purpose (copy), Long size, 8.5"x13", substance 20/75 gsm			
15	Ream	PAPER, Multi-Purpose (copy), A4, substance 20/75 gsm			
40	Pc	Record Book; 300 pages; size: 214mm x 278min			
7	Pack	FOLDER, L-Type, A4, 50 pieces per pack			
7	Pack	FOLDER, L-Type, legal, 50 pieces per pack			
10	Pc	File Organizer, Stackable legal document Tray, plastic			
2	Pc	Clipboard Folder Type 8.5"x13", 12pcs/pack			
7	Unit	STAPLER, heavy duty (standard), desktop			
7	Box	STAPLER WIRE, heavy duty, #35			
7	Piece	STAMP PAD, felt #2			
7	Bot	INK, for stamp pad, 30ML			
6	Piece	MOLAR BOX with cover, Blue			
15	Piece	USB OTG 64gb; Type C			
1	Piece	External Drive, 1TB			
10	Bottle	Ink Refill. Epson L3210 (003) Eco Tank, Black			
10	Bottle	Ink Refill. Epson L3210 (003) Eco Tank, Cyan			
10	Bottle	Ink Refill. Epson L3210 (003) Eco Tank, Magenta			
10	Bottle	Ink Refill. Epson L3210 (003) Eco Tank, Yellow			



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

2	Bottle	INK, BROTHER, DCP-T710W, BTD60BK			
2	Bottle	INK, BROTHER, DCP-T710W, BT5000C			
2	Bottle	INK, BROTHER, DCP-T710W, BT5000Y			
2	Bottle	INK, BROTHER, DCP-T710W, BT5000M			
		TOTAL			

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