



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

PR# 2024-0897

May 7, 2024
 Date

REQUEST FOR QUOTATION
 2024-491
 (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 14, 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 after the issue period**
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 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

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PR No. 2024-0897
Solicitation No. 2024-337

ABC: Php 240,000.00

End-User: JAMES EARL E. OGATIS
Contact No.: 335-3423

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		One Job Order for the encoding of contents, layouting, editing and printing of Kaumahan, the official publication (newsletter/magazine) of the Department of Agriculture Western Visayas			
		Size: 8.5 inches x 11 inches Binding: Saddle-stitched Cover Material: Krome kote 189, one-side coated, full color, glossy lamination Inside Pages Material: C2S 100, glossy, full color No. of Inside Pages: 48			
300	Copies	1 st Semester Issue (January - June 2024)			
300	Copies	2 nd Semester Issue (July - December 2024)			
		Terms and Conditions: <ul style="list-style-type: none"> • The supplier shall take charge of the layouting of contents with the dummy provided by the end-user • The supplier shall present three (3) printed drafts of the publication to the end-user before the actual or mass production • The supplier shall allow RAFIS staff/ information officer to sit in during press work/ layouting • The supplier shall have a physical branch or satellite office within Region 6 for convenient press work appointment of RAFIS staff • The supplier shall provide soft copy of the finished publication to the end-user upon delivery of the hard/ printed copies. 			
		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