

PR# 2024-1066

May 21, 2024
Date

REQUEST FOR QUOTATION
2024-590
(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. Sealed Quotation(s) / Proposal(s) shall be **manually submitted** to DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**.
7. **DEADLINE FOR SUBMISSION OF BIDS: May 28, 2024 at 1:00 pm.**
8. Price quotation(s) submitted shall be valid until the last day of training/activity.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: not applicable.
11. 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.
12. Delivery point: HVCDP Office, WESVIARC, Hamungaya, Iloilo City
13. Delivery period: 15 Days
14. 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)	

15. 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.

PR No. 2024-1066 ABC: Php 59,800.00 End-User: ESTHER RUTH TORREVERDE
 Solicitation No. 2024-408 Contact No.

Quantity	Unit	Item Description	Brand Name/Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of Training Supplies			
350	pcs	Notebooks 80 leaves			
350	pcs	Ballpen, Black Color			
20	pack	Paper, Specialty paper, long size, 85 gsm, 20 pocs/pack			
20	ream	Paper, Multi-Purpose (Bond), short size, substance 20/75gsm			
20	ream	Paper, Multi-Purpose (Bond), long size, substance 20/75gsm			
20	pack	Photo Paper			
400	pcs	Pencil			
50	pcs	Certificate Holder (Navy Blue) A4			
5	IDCS	Extension wire, 5 meters long, 3 gang, 6 sockets			
10	pack	Tissue Paper, 2 ply			
120	box	FACE MASK, 3 ply, fifty (50) pieces per box			
		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