

Republic of the Philippines **DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**

Hamungaya, Brgy. Buntatala, Jaro, Iloilo City westernvisayas@mail.da.gov.ph | (033) 336-4221

PR# 2024-1097

May 21, 2024 Date

REQUEST FOR QUOTATION

2024-591 (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: DA Operation Division, Parola 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
Certified True Copy of PhilGEPS	upon submission
Registration Number (Red or Platinum)	of Request for
Omnibus Sworn Statement	Quotation
(for ABC above Php 50,000.00)	Quantitation .
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.



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. 2024-1097 ABC: Php 180,517.00 End-User: ANDREW T. PALOMAR Solicitation No. 2024-409 Contact No.

Quantity	Unit	Item Description	Brand Name/Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of Training Supplies			
200	pcs	Ballpen (Black 0.5)			
50	pcs	Sign pen (Black 0.3)			
14	pcs	Sign pen (Red 0.3)			
30	pcs	Manila Paper			
30	PCS	Record book 200 pages			
5	pcs	Stapler with remover# 35			
5	boxes	Staple wire# 35			
80	Reams	Bond Paper (A4) 70 gsm			
90	reams	Bond Paper (8.5 x 11) 70 gsm			
70	reams	Bond Paper (8.5 x 11) 70 gsm			
70	reams	Bond Paper (8.5 x 14) 70 gsm			
50		Folder (long; white)			
50	pcs	Folder (short white)			
50	pcs	Expanding Brown Envelop Long			
10	pcs	Clear book long			
80	packs	Photopaper Photopaper			
50	packs	Certificate Holder (A4)			
120	packs	Special Paper (A4· GSM 90· cream)			
50	packs	Paper bag (plain- brown: medium size: with			
30	pes	handle)			
20	pcs	Pentel pen (black ; broad)			
20	pcs	Pentel Pen (black; fine)			
10	Packs	Construction paper (Long) Light pink			
10	packs	Construction paper (Long) Yellow green			
10	packs	Construction paper (Long) Yellow			
10	packs	Construction paper (Long) Sky Blue			
10	packs	Construction paper (Long) Light orange			
12	pcs	Correction Tape 5mmx8m			
36	boxes	Pencil# 2 (12's)			
24	pcs	Pencil Sharpeners (ordinary; two-hole)			
5	pcs	Glue (White: all purpose 130g : easy to use)			
12	pcs	Scotch TaDe (Clear: Big Core: 1/2X50mm			
10	pcs	Double-sided tape (Big Core; I/2X50mm)			
1	pcs	Puncher (Heavy duty; large double hole w/ measurement tool)			
5	pcs	Highlighter pen			
3	pcs	Packing Tane (Big) Tan/Brown 2 inches			
5	pads	Sticky Note Pads (2x3)			
5	packs	Sign Here Arrow tabs (plastic)			
24	pcs	AA Battery			
24	pcs	AAA Battery			
10	sets	Epson 664 70ml			
13	pcs	Canon Ink #790 Black 135 ml			
10	pcs	Canon Ink #790 Yellow 70 ml			
10	pcs	Canon Ink #790 Magenta 70 ml			
10	pcs	Canon Ink #790 Cyan 70 ml			
6	PCS	Storage Box (Clear) 95L			
1	box	Rubber Band Thick #18			



Republic of the Philippines DEPARTMENT OF AGRICULTURE WESTERN VISAYAS

Hamungaya, Brgy. Buntatala, Jaro, Iloilo City westernvisayas@mail.da.gov.ph | (033) 336-4221

	<u>'Mauniaa 1</u>	na F.konomiya		
5	pcs	Calculator (12-digit 2-way power: solar and		
		AAA battery)		
3	pcs	Scissors (Stainless steel)		
10	pcs	Molar Box (Green, with cover)		
		TOTAL		

3	pcs	Scissors (Stainless steel)		
10	pcs	Molar Box (Green, with cover)		
		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