

PR# 2024-1037

May 16, 2024  
Date

**REQUEST FOR QUOTATION**  
2024-570  
(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 23, 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: Iloilo City
13. Delivery period: within 30 days upon received of NTP
14. 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)	

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. 2024-1037  
 Solicitation No. 2024-396

ABC: Php 100,000.00

End-User: MARIA TERESA T. SOLIS  
 Contact No.

Quantity	Unit	Item Description	Brand Name/Model Offered	Unit	Total Cost
		<b>Procurement of office supplies to be used for Implementation of the farmers and fisherfolk Enterprise Development Program under RA 11321 (Agri-Entrepreneurship Capability Enhancement Assistance-AECEA)</b>			
100	Pcs	Columnar book, 14 columns			
100	Pcs	Columnar book, 3 columns			
60	Pcs	Sign pen, black, hi-techpoint V5, 0.5mm needle tip			
60	Pcs	Sign pen, blue hi-techpoint V5, 0.5mm needle tip			
60	Pcs	Calculator, 12 digits: MX-120b			
60	Pcs	File Organizer, expanding, plastic, legal, good quality, durable			
60	Pcs	Clearbook, 20 Transparent pockets, Legal, good quality			
300	Pcs	Toilet Tissue Paper, good quality			
60	Pcs	Record books, 300 sheets, size: 214 mm x 278 mm min			
60	Pcs	Permanent Marker, Black, Broad tip			
60	Pcs	Permanent Marker, Blue, Broad tip			
50	Pcs	Certificate Holder, A4 size, Color Green			
		<b>TOTAL</b>			

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