

**REQUEST FOR QUOTATION**  
2024-533  
(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 16, 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-RAFIS
13. Delivery period: May 2024
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. 2024-0982**  
**Solicitation No. 2024-380**

**ABC: Php 130,000.00**

**End-User: JAMES EARL E. OGATIS**  
**Contact No.**

Quantity	Unit	Item Description	Brand Name/ Model Offered	Unit	Total Cost
		<b>Procurement of Supply and Delivery of Various Training Supplies</b>			
25	pcs	Bond Paper, A4, reams, 70 gsm			
25	pcs	Bond Paper, Short, reams, 70 gsm			
25	pcs	Bond Paper, Long, reams, 70 gsm			
50	pcs	Board Paper, Short, White, 220 gsm, 10 sheets/pack			
100	pcs	Glass Certificate Frame, Short			
500	pcs	Ballpen, 0.5mm Black, retractable			
500	pcs	Notebook, 6x8.5 inches, spiral notebook, ruled sheets, 80 leaves, green covers			
2	pcs	Storage and organizing box 50 liter-capacity, white			
4	pcs	Storage and organizing box 120 liter-capacity white			
50	pcs	Reusable Bag, Material: Jute & Cotton Polyester Blended Fabric, with handle and waterproof inner coating Size: At least 40 cm x 30cm x 20cm			
		<b>TOTAL</b>			

For the Bids and Awards Committeee

\_\_\_\_\_  
**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