

May 16, 2024
Date

REQUEST FOR QUOTATION
2024-545
(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: RAFIS
13. Delivery period: July 2024
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. 2024-0989

ABC: Php 420,000.00

End-User: JAMES EARL E. OGATIS

Solicitation No. 2024-384

Contact No.

Quantity	Unit	Item Description	Brand Name/Model Offered	Unit Price	Total
		Procurement of Training Supplies and Supplies for the conduct of World Food Day Poster Making Contest, National Rice Awareness Month Celebration, and Media Pasasalamat and Year-End Press Conference			
25	pcs	Acrylic paint tube set (24 colors 10ml tubes)			
25	pcs	Watercolor pan set (24 colors)			
25	pcs	Oil pastel (24 colors)			
25	pcs	Graphite drawing pencils for sketching and illustrating			
25	pcs	Drawing/Sketch Pad (9 inches x 12 inches/ 50 sheets/ 100 GSM, acid free)			
25	pcs	Artist Canvas Pad (10 sheets per pack/ 9 inches x 12 inches/ 280 GSM \			
25	pcs	Acrylic brush set (6 different sizes) Nylon hair material			
25	pcs	Plastic palette trays for oils, acrylics and watercolors			
30	pcs	High quality illustration boards (20 inches x 30 inches)			
25	pcs	File Case with handle and locks, size: 14.65 L x 10.9 W x 1.85 D inches, white color			
100	pack	Board Paper. 8.5 inches x 11 inches, 220 gsm, white color, 10 sheets per pack			
10	pcs	storage/organizing box White color, 120-liter capacity			
100	ream	Bond Paper Multicopy, A4, at least 70gsm reams			
100	ream	Bond Paper, Multicopy 8 5"x13" at least 70gsm, reams			
100	ream	Bond Paper Multicopy, 8.5"x11", at least 70gsm, reams			
20	pack	Photopaper A4 Size, at least 200 gsm, glossy 20 sheets/pack			
20	pack	Matte Sticker Paper, ink jet-friendly A4 size 10 sheet\pack			
100	pcs	Notebook, side spiral ruled sheet, 4 inches x 6 inches, 80 leaves			
20	pack	Packing Tape Clear 48mmx100m			
20	pcs	Masking Tape, 25 yards 3 inches core			
50	roll	Scotch tape clear 18mm x 30m			
200	pcs	Kraft brown envelope long size			
200	pcs	Kraft brown envelope short size			
300	pcs	Folder, long size, white			
300	pcs	Folder, short size, white			
100	pcs	Folder Plastic With Slide Long Transparent			
100	pcs	Folder Plastic With Slide Short, Transparent			
200	pcs	Certificate Holder 8 5 inches x 11 inches, color Oreen			
100	pcs	Acrylic certificate holder with wooden frame s x 11 inches			
100	pcs	Ballpen retractable black 0.5mm			



BAGONG PILIPINAS

Masaganang Agrikultura,
Maunlad na Ekonomiya

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

100	pcs	Ballpen retractable red a.5mm			
3	doz	Pencil regular no. 2			
20	Pcs	Highlighter, yellow green			
300	pcs	Binder clip fold back 50mm black color			
10	Pcs	Multi-functional scissor at least 175mm length with soft grip handle stainless steel			
1	pcs	Cutting mat, green 12 inches x 18 inches			
20	pack	Sign Here stick-on note 8cm x 12cm assorted colors. 20 sheets/pack			
50	pack	Sticky notes 3inches x 3 inches 30 sheets/pack, assorted colors			
20	pcs	Box File with built-in cover, size: 15.5 (L) X 5.5 (W) X 11 (H), green color			
30	pcs	Table name sign holder, cast acrylic, one-side display size: 12 inches x 3 inches 2mm thickness			
2	pack	Puncher 2 holes, with handle lock 30-sheet punching capacity hole distance - 70mm black color			
5	pcs	Stapler, No 35 with built-in staple wire remover stapling capacity - up to 30 sheets beige color			
5	box	Staple wire no 35-5m 5000 staple wires per box			
10	pcs	Stainless steel ruler 12 inches			
25	pcs	Board sign stand holder adjustable height up to 190 cm applicable poster length up to 180 cm Material: metal bottom plate size:30cm x 24cm with complete set of mounting accessories			
20	pcs	Correction tape, 5 mm x 8m			
10	pcs	AAA Rechargeable Battery (2 pieces/pack)			
10	box	AA Rechargeable Battery 2 pieces/pack)			
2	pcs	Desktop calculator 12-digits			
15	pcs	Desk organizer/pen holder mesh metal material, at least 4 pockets/dividers black or white			
20	pcs	Record Book, 150 pages			
30	pcs	Index card, white, ruled both sides, 3 inches x 5 inches, 50 sheets per pack			
10	pack	USB 3.0 Flash Drive 64 gb up to 100 mbps read speed and 15 mbps write speed			
10	pack	Memory card 128gb 200mb/s (for camera use)			
5	pcs	Heavy duty cutter			
12	pcs	Corkboard 24X36 With Aluminum Frame White			
15	pcs	Desktop Leather Pad dual side usage; Material: PU Leather Size; Size: 80cm x 40cm			
		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