



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

PR# 2024-1453

July 31, 2024
Date

REQUEST FOR QUOTATION
2024-844
(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. The brand name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Sealed Quotation(s) / Proposal(s) shall be manually submitted to DA Western Visayas, BAC Secretariat Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission.**
- 8. DEADLINE FOR SUBMISSION OF BIDS: August 7, 2024 at 5:00 pm.**
9. Price quotation(s) submitted shall be valid for a period of 45 days reckoned from the deadline for submission of quotations.
10. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
11. Validity of stocks: 60 days
12. 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.
13. Delivery period: **within 30 days upon receipt of NTP**
- 14. Delivery point: WESVIARC, Iloilo City**
15. 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)	

16. 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.



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

PR No. 2024-1453

ABC: Php 70,000.00

End-User: MARIA TERESA T. SOLIS

Solicitation No. 2024-548

Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of office supplies/ materials under Digital Agriculture Project			
50	pcs	Sign Pen, Fine Tip 0.5mm, Black			
30	box	Staple Wire No. 35 (5000pcs)			
8	pcs	Stapler with remover No. 35			
20	pack	Pencil Ni.2 with eraser 12pcs/pck			
7	pcs	Pencil Sharpener matrix pencil sharpener, 4.5"/ stainless steel with metal body			
7	pcs	Puncher, heavy duty, up to 45 sheets capacity, No. 75XL			
8	pcs	Scissors, symmetrical or asymmetrical			
7	box	Ballpen 0.5mm, 50 pcs/box			
34	pcs	Pencil Eraser/ Ink eraser			
12	box	Plastic fastener 50 set/box			
30	pcs	Record Book; 300 pages; size: 214mm x 278 min			
40	ream	Bond paper multicopy, A4			
40	ream	Bond paper multicopy, Legal			
20	pcs	Data file box with cover Size: 15.5 (L) X 5.5 (W) X 11 (H)			
12	pcs	Lever Arch File Folder Long with 2 inch side clip size 16.5L x 12.5W x			
2	pack	Folder with tab, white legal, 100 pcs/pack			
12	pcs	Marker, Permanent, Black			
12	pcs	Marker, Permanent, Blue			
12	pcs	Marker, Permanent, Red			
12	pcs	Marker, Fluorescent (assorted color)			
40	pcs	Correction tape 5mmx8m			
100	pcs	Folder, L-type, legal			
8	box	Paper Clip, vinyl/plastic coated, 33mm			
8	box	Paper Clip, vinyl/plastic coated, jumbo, 50mm			
12	box	Binder Clip, 3/4, 12pcs/pack			
10	box	Binder Clip, 1 1/4, 12 pcs/pack			
36	pcs	Isopropyl Alcohol 70% solution			
		TOTAL			



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

For the Bids and Awards Committee:

REIN T. OROCIO
 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