



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

PR# 2024-0105 TF

September 18, 2024
Date

REQUEST FOR QUOTATION
2024-1063
(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: September 25, 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: **15 days upon receipt of NTP**
14. Delivery point: **Iloilo ROS, Sta. Barbara**
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.



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PR No. 2024-0105 TF ABC: Php 100,000.00 End-User: MA. CARMEN PRIMITIVA B. MALAGA
Solicitation No. 2024-666 Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of Office Supplies			
20	reams	Paper, Multi-Purpose (Bond), Short size, Substance 20/75 gsm			
30	reams	Paper, Multi-Purpose (Bond), Long size, Substance 20/75 gsm			
20	reams	Paper, Multi-Purpose (Bond), A4 size, 70 gsm			
6	Piece	Broom (walis tambo)			
10	Bottle	Cleaner, Toilet Bowl and Urinal. 900ml- 1000ml capacity/bottle			
10	Pouch	Detergent Powder, all purpose 1 kg/pouch			
6	Can	Disinfectant Spray, Aerosol type, 340g (Alky dimenthyl benzyl ammonium chloride)/can			
4	Piece	Philippine National Flag, 100% polyester			
10	Roll	Tape, electrical, 18mm/roll			
10	Roll	Tape, masking, 24mm/roll			
10	Roll	Tape, masking, 48mm/roll			
12	Roll	Tape, packing, 48mm/roll			
8	Roll	Tape, transparent, 24mm/roll			
8	Roll	Tape, transparent, 48mm/roll			
2	Pack	Folder, L-type, A4 (50pcs/pack)			
2	Pack	Folder, L-type, Legal (50pcs/pack)			
3	Set	Marker, Flourescent, 3 colors/set			
10	Piece	Marker, Permanent, bullet type, Black			
10	Piece	Marker, Permanent, bullet type, Blue			
10	Piece	Marker, Permanent, bullet type, Red			
10	Piece	Marker, Whiteboard, bullet type, Black			
10	Piece	Marker, Whiteboard, bullet type, Blue			
2	Piece	Puncher, paper, heavy duty, with two-hole guide (piece)			
4	Pack	Photo paper A4 (10 sheet/pack, 260gsm)			
15	Piece	Envelope, long size, plastic with handle & zipper			



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15	Piece	Envelope, Expanding, Plastic			
6	Box	Fastener, plastic, 50 sets/box			
6	Can	Insecticide, aerosol type, net content: 465g min (d-phenothrin 0.13% w/w, Prallethrin 0.10% w/w (can)			
6	Roll	Tape, Duct, 48 mm, Black/Blue/Gray			
12	Piece	Bathroom Soap, 90gms.			
15	Piece	LED bulb Pro Series Daylight (18 watts)			
10	Box	Disposable Face Mask 3 ply Non Woven with nose clip ear loop (50 pcs/box)			
30	Box	Crayons (16 colors, non-toxic, water proof, permanent)			
6	Pack	Battery, size AA, alkaline, 2 pieces per blister pack			
30	Piece	Cell card (smart prepaid card) @ 100/card			
30	Piece	Sign Pen, Black, Liquid/Gel ink, 0.5mm needle tip			
5	Roll	Charole plastic 1.2m x 50m/roll, (5 colors)			
6	Piece	Clip board, long folder, pvc			
10	Bottle	Hand soap, 500ml/bottle			
4	Piece	Stapler, Standard Type, load cap: 200 staples min			
1	Piece	Extension cord, 6 gang, with switch, 5-meter wire			
2	Piece	Fiberglass measuring tape, 30 m length			
200	Piece	Manila Paper, 36 x 48 in.			
30	Bottle	Multipurpose glue 16ft oz (473ml)(extra strong formula, dries fast, non-toxic)			
5	Tube	Cutter Blade, for heavy duty cutter 10pcs/tube			
5	Piece	Cutter/ utility knife 6", for general purpose			
5	Box	Ballpen, black, pen tip size 0.5mm, 12pcs/box			
10	Piece	Expanding File Long, 12 pockets, wide side garter lock			
		TOTAL			



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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