



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

PR# 2024-1930

December 3, 2024
 Date

REQUEST FOR QUOTATION
 2024-1245
 (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: December 6, 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 after receipt of NTP**
14. Delivery point: **DA-WESVIARC Compound**
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



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PR No. 2024-1930 ABC: Php 219,480.00
Solicitation No. 2024-767

End-User: MARIA TERESA T. SOLIS
Contact No.: 337-1227

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of Various Office Supplies			
100	Pc	Double Sided Certificate Holder with embossed print DA WV logo (A4 size) Color: Green			
100	Pack	Stick on notes - plastic "PLEASE SIGN" 100 sheets			
10	Box	0.5mm Gel Ink Pen Ballpen sign pen gel pen 12pcs/box - black			
6	Box	0.5mm Gel Ink Pen Ballpen sign pen gel pen 12pcs/box - blue			
5	Box	0.5mm Gel Ink Pen Ballpen sign pen gel pen 12pcs/box -red			
5	Box	0.7mm original ballpen Black ink 12pcs/box			
5	Box	0.7mm original ballpen Blue ink 12pcs/box			
60	Pc	0.3 mm roller ballpen ultra fine gtec-c3 12pcs/box - black			
60	Pc	0.3 mm roller ballpen ultra fine gtec c-3 12pcs/box - blue			
50	Pc	NOTEBOOK, Size: 152 x 216 mm 80 leaves Color: Green Attr: Spiral			
50	Pc	RECORD BOOK, 300 PAGES, size: 214mm x 278			
8	Gallon	ALCOHOL, isopropyl, 70% Solution with moisturizer			
5	Pack	TOILET TISSUE PAPER, 2-ply, 100% recycled, (12's)			
10	Pc	CLEARBOOK, 80 Transparent pockets, A4 multilayer file			
10	Pc	CLEARBOOK, 80 Transparent pockets, Legal multilayer file			
10	Unit	CALCULATOR, compact, (2way power, 12 digit)			
100	Pack	3D/Butterfly Face Mask, 10 pcs per pack			
30	Pc	Permanent Super Color Marker Fine Tip (Black)			
30	Pc	Correction tape			



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2	Pc	Staple Nail Gun Material: Manganese Steel Color: Sliver Application: Woodworking Surface treatment: Electroplating treatment Nail Length: 10mm Nail Type: 1008F,Door type straight nail (4-8mm)			
10	Box	Columnar Notebook, 4 columns size : 8 1/2" x 11" Pages : 50 leaves with the covers Covers : Foldcote laminated finish Color : Maroon			
10	Box	Stainless Steel Bull Clips Bag Clips Food Clips Metal Hinge Clip File Paper Clamps 75 mm			
10	Box	Stainless Steel Bull Clips Metal Hinge Clip File Paper Clamps 50 mm			
3	Pc	DOUBLE SIDED TAPE 8mm			
3	Pc	DOUBLE SIDED TAPE 15mm			
5	Pack	PHOTO PAPER matte 240 gsm			
5	Pack	PHOTO PAPER glossy 240 gsm			
3	Pc	STAMP PAD, black no 3			
5	Pc	INK, for stamp pad (black)			
5	Pc	HOLE PUNCHER DOCUMENTS ARCHFILE HEAVY DUTY			
5	Pack	TRASHBAG, XL size, 100 pieces per roll or pack			
3	Pc	AIR FRESHENER, spray, 262g, 320mL			
5	Pc	BROOM (Walis Tambo)			
5	Pc	BROOM (Walis Ting-ting)			
5	Liter	CLEANER, Toilet Bowl and Urinal			
10	Pc	DETERGENT BAR			
10	Pc	DETERGENT POWDER, all purpose			
5	Bottle	DISINFECTANT SPRAY, Aerosol type, 340g (Alky dimenthyl benzyl ammonium chloride)			
3	Pc	DUST PAN, rigid non-breakable plastic,big			
5	Pc	FURNITURE CLEANER, Aerosol type, 330mL			
5	Liter	HAND SOAP, liquid			
6	Pc	RAGS, all cotton, 1 kilo per bundle 32pcs/bundle			
10	Pc	MOLAR FILE BOX			
21	Ream	PAPER, MULTICOPY A4,			



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30	Ream	PAPER, MULTICOPY 8.5x13			
5	Bottle	DISHWASHING LIQUID 475 ml			
6	Pc	EXTENSION CORD with USB ports multi-function universal			
5	Pc	DOOR MAT			
25	Pc	Pen organizer - 7in1 set pen holder desk organizer with drawer desktop storage box for office school supplies rack			
25	Pc	Desk/Table organizer - 8Pcs/Set Drawer Storage Box Home Organizer Box			
10	Pack	BATTERY, dry Cell, size AA 4 per pack			
10	Pack	BATTERY, dry Cell, size AAA 4 per pack			
20	Pack	Folder L Type, Plastic a4			
30	Pack	Folder L Type, Plastic Long			
5	Pc	Rechargeable Twinhead Emergency Lamp			
5	Pc	LED Emergency Flash Light Multi-function with 5" 2-Speed Electric Fan			
500	Pc	Ecobag with DA, Bagong Pilipinas, and YFC Logo, size: Large, Color: Black			
3	Pc	Plastic Storage Box Folding Trolley Case 75L Heavy Duty			
3	Pc	Collapsible Trolley Cart			
		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