



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**  
 Hamungaya, Brgy. Buntatala, Jaro, Iloilo City  
 procurement@wv.da.gov.ph | (033) 320-2373

PR# 2025-0266

**February 7, 2025**  
 Date

**REQUEST FOR QUOTATION**  
 2025-113  
 (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: February 14, 2025 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: **30 days upon receipt of NTP**
14. Delivery point: **DA-RAFIS Office, WESVIARC Compound**
15. 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)	

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. 2025-0266**

**ABC: Php 56,000.00**

**End-User: JAMES EARL E. OGATIS**

**Solicitation No. 2025-70**

**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of Supplies and Materials to be used during the conduct of Agricultural Information Caravan regionwide,			
50	pack	Board Paper, short, white, 10 pcs/pack			
50	pack	Board Paper, long, white, 10pcs/pack			
50	pcs	Certificate Holder, short			
6	box	Sign Pen, 0.7mm, black and blue @12pcs/box			
10	box	Ballpen, blue and black @12pcs/box			
20	pack	Sticker Paper, A4, matte @20 sheets/pack			
100	pcs	Kraft Paper Bag with twisted twine handles, large size			
15	reams	Bond Paper, A4, 80gsm			
15	reams	Bond Paper, long size, 80gsm			
31	pack	"Sign Here" sticky notes, self-adhesive			
4	box	Permanent Marker, black and blue @12pcs/box			
100	pcs	Folder, long, white			
10	pcs	Clipboard, legal size			
30	pcs	Acrylic label holder with notch "14"x4"			
2	pcs	Extension Cord, heavy duty (15 meters)			
3	box	Pen Highlighter, bright colors, 12pcs/box			
2	box	Vinyl coated paper clip, 50mm, @10 small boxes/box			
2	box	Vinyl coated paper clip, 28mm, @10 small boxes/box			
4	pack	PVC Blank ID Cards, CR80 (3.375" x 2.125" @50pcs/pack			
		<b>TOTAL</b>			



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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