



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

PR# 2025-0268

**February 17, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-114  
(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 24, 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: **December 2025**
14. Delivery point: **DA-RAFIS Office**
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. 2025-0268**

**ABC: Php 200,000.00**

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

**Solicitation No. 2025-71**

**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		One Job Order for encoding, lay outing, editing and printing of <b>Tabungos</b> , the official coffee table book (special publication) of the Department of Agriculture Western Visayas			
400	Pcs	<ul style="list-style-type: none"> <li>• Volume 2, Issue 2</li> <li>• Size: 9 inches x 9 inches</li> <li>• Orientation: Portrait</li> <li>• Binding: Hard Cover, Perfect Binding</li> <li>• Cover Finish: Gloss, Lamination, Full Color</li> <li>• With Gold Foil Stamping for the Title (Tabungos) and embossed</li> <li>• Inside Pages: C2S, at least 200 gsm, Glossy, Laminated, Full Color</li> <li>• No of Inside Pages (excluding covers): 132</li> </ul>			
Terms and Conditions:		<ul style="list-style-type: none"> <li>• The suppliers shall take charge of the layouting of contents with the articles and photos provided by the end-user</li> <li>• The supplier shall present three (3) printed drafts of the publication to the end-user before the final printing</li> <li>• The supplier shall allow RAFIS Personnel to sit in during press work/ layouting</li> <li>• The supplier shall present sample papers/ materials (both inside pages and cover) before final printing</li> <li>• The supplier shall have a physical branch or satellite office within Iloilo convenient press work appointment</li> <li>• The supplier shall provide soft copy in PDF file format of the finished publication to the end-user upon delivery of the printed/ hard copies of the publication</li> </ul>			
		<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