



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

PR# 2025-0289

February 10, 2025
Date

REQUEST FOR QUOTATION
2025-186
(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 17, 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: **15 days upon receipt of NTP**
14. Delivery point: **WESVIARC, Hamungaya, Brgy. Buntatala, Jaro, 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.



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PR No. 2025-0289

ABC: Php 117,870.00

End-User: ZARLINA B. CUELLO

Solicitation No. 2025-125

Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement and delivery of Supplies and Training Kits for Various Trainings of Research Division for CY 2025			
		LOT 1 - ABC (Php 24,870.00) TRAINING SUPPLIES			
20	ream	Bond paper, substance 20,70 GSM, long size			
15	ream	Bond paper, A4 substance 20, GSM 70			
5	pack	Specialty paper, A4, 10pcs/packs, 85 GSM			
5	pack	Sticker paper, vinyl, glossy, 10pcs/pack			
5	box	Ball pen, black & blue, 12pcs/pack			
8	pieces	Sign pen, black, gel, fine tip			
5	pack	Folder, plastic with slider, clear, A4 size, 12 pc/pack			
4	pack	Tissue paper, 2 ply, 12 rolls/pack			
8	pieces	Tissue, interfolded paper towel, 175 pulls			
8	pieces	Correction tape			
4	box	Pencil, lead, #2, 12pcs/box			
8	pieces	Computer ink, hp Deskjet 682, black & colored			
11	bottle	Computer ink, Epson 003, black, cyan, magenta, yellow			
4	set	Marker, fluorescent, set			
		LOT 2 - ABC (Php 93,000.00) TRAINING KITS			
60	pieces	Polo Shirt, Navy Blue, premium dri-fit material, sublimation design with embroidered logo			
35	pieces	Customized Planner-Notebook (hard bound, color grey or olive green, cover-leather form, 300 pages, dimension: atleast A5 size, thick pages made of special paper, cover print in gold, with attached page marker (print design will be provided together with the RFQ, (with packaging bag)			
25	pieces	Hot and Cold Wooden Design Vacuum Tumbler (550ml capacity, vacuum double-walled food grades Stainless Steel, with food safe non-leak lid, with handle (with packaging bag)			
		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