



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

PR# 2025-0293

**February 7, 2025**  
 Date

**REQUEST FOR QUOTATION**  
 2025-149  
 (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: **Iloilo City**
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.



BAGONG PILIPINAS



Masaganang Agrikultura,  
Maunlad na Ekonomiya

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**PR No. 2025-0293**

**ABC: Php 121,475.00**

**End-User: MAY ANN B. GRAJO**

**Solicitation No. 2025-102**

**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supplies/ materials during the various trainings/ seminars/ meetings/ project assessments and planning workshops of market related infrastructure projects of AMAD-AISS			
20	Pack	Board, Specialty paper, A4 size, 8.3" x 11.7", 220 gsm, 20 pcs/pack, color cream			
10	Pcs	Long Document Organizer Paper Storage Expanding File Folder Portfolio Holder, Large Capacity with handle			
180	Pcs	Expandable plastic envelope with handle and zipper, assorted colors			
2	Box	Certificate Holder A4 size (50pcs/box)			
20	Ream	Bond paper multicopy, A4			
20	Ream	Bond paper multicopy, Legal			
80	Pcs	Record Book; 300 pages; size: 214mm x 278mm			
30	Pack	Notebook padded; 5"w x 7h", 50 sheets 10pcs/pack			
60	Pcs	Columnar Book; 16 columns 50 Lvs			
60	Pcs	Columnar Book; 3 columns 50 Lvs			
100	Sheet	Manila Paper			
25	Bottle	Ink Refill, Epson L120 Series (664) Black			
7	Bottle	Ink Refill, Epson L120 Series (664) Cyan			
7	Bottle	Ink Refill, Epson L120 Series (664) Magenta			
7	Bottle	Ink Refill, Epson L120 Series (664) Yellow			
12	Box	Pencil No. 2 with eraser 12pcs/box			
10	Pcs	Pencil Eraser, dust free			
35	Box	Ballpen, black, 0.5 point, 12 pcs/box			
25	Pcs	Sign pen, black, 0.5 point, High-techpoint, retractable			
25	Pcs	Sign pen, blue, 0.5 point, High-techpoint, retractable			
3	Box	Whiteboard Marker, (color: black, red & blue) fine type 12 pcs/box			
3	Box	Permanent marker, broad, (black, red, blue) 12 pcs/box			



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20	Bottle	Ethyl Alcohol 70% with Moisturizer Spray 300ML/350ML			
20	Pcs	Calculator; 2way; compact; 12 digits			
15	Pcs	Stellar Vacuum Insulated Mug Capacity: 24oz			
5	Pair	Rubber Boots, Black, Mid-Cut Sizes: Fit to Medium and Large			
10	Pcs	Double Sided Tape, 1inch width, 5 meters long			
3	Pcs	Stapler with remover No. 35			
3	Pcs	Staple Remover (Plier Style)			
		<b>TOTAL</b>			

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