



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

PR# 2025-0367

February 10, 2025
Date

REQUEST FOR QUOTATION
2025-182
(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: **DA-Western Visayas, FOD Building, Parola St., 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. 2025-0367

ABC: Php 110,850.00

End-User: RENAN PALOMO

Solicitation No. 2025-121

Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of Training/ Office Supplies			
15	box	Pencil No. 2 1 doz/box			
15	pcs	Clipboard File Holder, hard board, legal			
20	pcs	Sign Pen, black, 0.3mm			
515	pcs	Ballpen, black			
20	pcs	Highlighter Pen, assorted color			
515	pcs	Envelope w/ handle, long, plastic			
50	box	Crayons, 24 colors			
12	pcs	Record Book, 300 pages			
10	pcs	Correction Tape, 8m			
25	pcs	Wooden meter stick			
25	pcs	Sweep Nets (wood handle)			
15	pcs	Tape, masking, 24mm			
12	pcs	Tape, packing, brown, 2" x 300m			
10	pcs	Scissors, stainless			
20	pack	Board, Specialty paper, A4 size, 250 gsm, 20 pcs/ pack, assorted color			
125	pcs	Certificate holder, A4			
8	box	Marker, permanent, broad black - 12			
24	pcs	Glue, 40g			
150	pcs	Ruler, plastic, 12in			
5	pcs	Storage Box, w/ handle and wheels, 70L			
145	pcs	Notebooks			
		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