



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

PR# 2025-0510

March 3, 2025
Date

REQUEST FOR QUOTATION
2025-289
(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, 3rd Floor Regional Field Office 6, Parola, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission.**
8. **DEADLINE FOR SUBMISSION OF BIDS: March 10, 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: **within 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 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. 2025-0510

ABC: Php 52,335.00

End-User: MAY ANN B. GRAJO

Solicitation No. 2025-199

Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of Office Supplies			
50	pcs	Customize Certificate Holder, with embossed DA Logo <ul style="list-style-type: none"> - Flip-type (landscape) - Color: Green - Box Style: Two Panel Holder - Size/ Dimensions: 8.3 x 11.7 in (A4) 			
16	pcs	Desk mouse mat , soft comfortable surface fabric with spill-proof coating, a rubber anti-slip base <ul style="list-style-type: none"> - Rubber bottom - Cloth top - Stitched edges 			
15	pcs	Desk ballpen Organizer , High quality, Black, metal-mesh (<i>please see attached photo for reference</i>)			
6	pcs	Stampad No. 4 <ul style="list-style-type: none"> - Product Dimension: 7in x 3in x 4in - Color Variants: Blue - Product Type: Fingerprint Ink Pad 			
20	pcs	Sign pen , G-Tec-C5, Black, 0.5mm needle tip			
10	pcs	Sign pen , G-Tec-C5, Blue, 0.5mm needle tip			
20	pcs	Sign pen , G-Tec-C3, Black, 0.3mm needle tip			
10	pcs	Sign pen , G-Tec-C3, Blue, 0.3mm needle tip			
15	pcs	Sign pen , 0.5mm gel pen red			
12	pcs	Laptop Stand, high quality Folds for portability Holds up to 40lbs (18kg) Compatible with 10 to 17-inch laptop			



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4	pcs	Single Arm Laptop Stand Applicable Size: 14-17 inches Holds up to 40lbs (18kg) Product Category: Articulating Laptop Arm Material: Steel Surface Finish: Powder Coating Color: Matte Black Tilt Range: +45°~-45° Swivel Range: +90°~-90° Screen Rotation: +180°~-180° Arm Full Extension: 399mm (15.7") Pole Height: 443mm (17.4")			
20	pcs	"Sign Here" Sticky Note , assorted neon-colors, high quality <ul style="list-style-type: none"> - Type: Plastic Film - Neon Sign Here - 20 sheets/ Pad - 5 Pads/ Set 			
10	pack	AA Cell Battery , superheavy-duty, 4 cells/pack <ul style="list-style-type: none"> - Leak Resistance Guaranteed - Cell: (size "AA") - Packaging Size: 4 batteries per pack 			
10	pack	AAA Cell Battery , superheavy-duty, 4 cells/pack <ul style="list-style-type: none"> - Leak Resistance Guaranteed - Cell: (size "AAA") - Packaging Size: 4 batteries per pack 			
10	pcs	Scissors <ul style="list-style-type: none"> - Brand new and high quality - Provide durability and precision for various tasks - Can be used for cutting paper, cardboard, fabric, or other materials - It does not hurt the hand, very easy to clean, safe 			



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15	pcs	High Lighter <ul style="list-style-type: none"> - Assorted Neon Color Marker Pen Set of chisel tip - Ultra-soft Chisel tip - Extra Long Highlighting performance - Fast pigment Ink 			
		TOTAL			

For the Bids and Awards Committee:

REIN T. OROCIO

Head, BAC-Secretariat

DA WESTERN VISAYAS

Bids and Awards Committee

Regional Field Office 6,

Parola, 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