



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

PR# 2025-0022 TF

March 31, 2025
Date

REQUEST FOR QUOTATION
2025-385
(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: April 7, 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 after receipt of NTP**
14. Delivery point: **Capiz ROS, Malapad Cogon, Sigma Capiz**
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. 2025-0022TF
Solicitation No. 2025-263

ABC: Php 75,890.00

End-User: ZARLINA B. CUELLO
Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement and delivery of office supplies			
300	pcs	Note book, 50 leaves			
1	box	File folder, long, 100 pcs/box			
1	box	File folder, short, 100 pcs/box			
100	pcs	Expanded envelop, Long with garter, blue			
20	pcs	Plastic envelope, long, Zipper lock with handle			
35	box	Ball pen black, 0.5 pen, smooth ink, retractable 12 pcs/box			
5	box	SIGN PEN, 0.5mm, gel pen, 12pcs/box, Black			
12	pcs	TAPE, masking, 24mm			
12	pcs	TAPE, packaging, 48 mm			
12	pcs	TAPE, transparent, 24mm			
12	pcs	CLIP, backfold, 50mm			
17	pcs	CORRECTION TAPE			
15	pack	MARKER, Flourescent, 4 pcs/pack			
15	pcs	MARKER, Permanent, Black			
4	box	PENCIL, lead/graphite, with eraser, 12 pc/box			
5	pcs	STAPLER, standard type			
20	pcs	NOTE PAD, stick on, 50mm x 76mm			
20	pcs	RECORD BOOK, 300 PAGES			
20	ream	Bond Paper A4, Substance 20, 70 GSM			
20	ream	Bond Paper Substance 20, 70 GSM Long size, 8.5" x 13"			
20	ream	Bond Paper Substance 20, 70 GSM Short size, 8.5" x 11"			
10	pcs	ALCOHOL, Ethyl, 500 Ml, 70%			



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100	pcs	Plastic box with lid (33.5 cm x 24 cm), durable			
6	pcs	Calculator, Scientific, heavy Duty			
10	pcs	Scissor, stainless steel, heavy Duty			
10	box	Paper Fastener, plastic, 50pcs/box			
		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