



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

PR# 2025-0219

**March 31, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-384  
(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, 3<sup>rd</sup> 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: **30 days upon receipt of NTP**
14. Delivery point: **DAWV- AMIA Office**
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. 2025-0219 ABC: Php 239,000.00**  
**Solicitation No. 2025-262**

**End-User: CARMELITA C. FANTILANAN**  
**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement and Delivery of training materials/ kits for various trainings specified by LOT in AMIA villages under the Mainstreaming Climate Resilient Agriculture in Regional Program (MCRARP)			
		<b>Lot 1 – ABC (Php 10,500.00)</b> Coaching and mentoring on Financial Recording			
30	Pieces	Notebook 50 leaves			
3	Box	Ballpen 0.5 mm			
10	Pieces	Columnar Book 14 Column			
3	Pieces	Columnar Book 3 Column			
1	Roll	Manila Paper 1 roll			
2	Box	Bond Paper 8.5x13 2 box			
3	Box	Bond Paper A4 3 box			
2	Roll	White Board Marker 2 box			
7	Roll	Masking Tape 1 inch 7 roll			
<b>Terms and Conditions:</b>		<b>On site delivery in DAWV-AMIA Office</b>			
		<b>Lot 2 – ABC (Php 189,500.00)</b> Training on Agricultural Resilience to Climate Change and Values Formation of FCSs			
100	Pcs	Notebook (7x10 inches, 80 leaves)			
25	Box	Sign Pen, gel (black) 0.3mm – 12pc/box			
25	Box	Ball pen (Black) – 12pcs/box			
25	Box	Pencil #2 – 12pcs/box			
200	Pcs	Envelope, long size, plastic with handle & zipper			
200	Pcs	Expanding Envelope (Long)			
15	Box	Bond Paper (A4)			
15	Box	Bond Paper (Long)			
15	Box	Bond Paper (short)			
42	Pack	Sticker Paper (long, White), glossy, 10 pcs/pack, A4			
25	Pcs	Filling Tray – 3 layer			
25	Box	Marker – permanent (broad, black) – 12pc/box			
25	Box	White Board marker (black) – 12 pc/box			
25	Pack	Photopaper (A4, 220 gsm, high quality) – glossy, 20 sheets/ pack			
100	Pcs	Certificate Holder (A4)			
450	Pcs	Folder – Long, white			
100	Pcs	ID jacket with sling			
10	Roll	Manila Paper			
25	Pcs	Scissors, symmetrical			



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25	Pcs	TAPE, masking 24mm. 50 meters length			
200	Pcs	Brown Envelope (Long)			
<b>Terms and Conditions:</b>		<b>On site delivery in DAWV-AMIA Office</b>			
		<b>Lot 3 – ABC (Php 39,000.00)</b> Conduct of Year End Assessment and Planning Workshop			
65	Pcs	Customized 2025 Notebook Planner with DA-AMIA Logo, 80 leaves			
65	Pcs	Customized Bamboo Ballpen with DA-AMIA Logo			
65	Pcs	Customized Canvas Zipper Pouch with DA-AMIA Logo, embroider			
<b>Terms and Conditions:</b>		<b>On site delivery in DAWV-AMIA Office</b>			
		<b>TOTAL</b>			

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