



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

PR# 2025-0559

**April 7, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-447  
(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 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: **15 days**
14. Delivery point: **DA Operation Division, Parola, 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.



Masaganang Agrikultura,  
Maunlad na Ekonomiya

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**PR No. 2025-0559 ABC: Php 703,610.00**  
**Solicitation No. 2025-302**

**End-User: MARIA TERESA T. SOLIS**  
**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement and Delivery of Training Supplies and Materials and Tokens			
		<b>Lot 1- ABC (Php 526,110.00)</b> Training Supplies and Materials			
25	bottle	ALCOHOL, Ethyl, 500 ML, 70%			
1350	pcs	ALCOHOL, Ethyl, 60 ML, 70%			
10	pcs	CLEARBOOK, A4 size, 20 transparent pockets			
10	pcs	CLEARBOOK, legal size, 20 transparent pockets			
50	pcs	SIGN PEN, Extra Fine Tip, Black, gel pen 0.3			
1609	pcs	BALL PEN, Medium Tip, Black, gel pen 0.5			
50	pcs	SIGN PEN, Extra Fine Tip, Blue, gel pen 0.3			
1200	pcs	BALL PEN, Medium Tip, Blue, gel pen 0.5			
5	packs	BATTERY, dry cell, size AA, two (2) pieces per pack			
5	pcs	BATTERY, dry cell, size AAA, two (2) pieces per pack			
5	can	AIR FRESHENER, spray, 262g, 320mL			
10	can	DISINFECTANT SPRAY, Aerosol type, 340g (Alky dimenthyl benzyl ammonium chloride)			
3	box	STAPLE WIRE, heavy duty (binder type), 23/13			
20	box	STAPLE WIRE, standard, #35			
10	roll	TAPE, masking, 24mm			
10	roll	TAPE, masking, 48 mm			
10	roll	TAPE, packaging, 48 mm			
10	roll	TAPE, transparent, 24mm			
10	roll	TAPE, transparent, 48 mm			
5	unit	CALCULATOR, Compact			
5	box	CLIP, backfold, 19mm/Binder Clip, Good quality, 3/4" wide, 1dozen/box			
5	box	CLIP, backfold, 25mm/Binder Clip, Good quality, 1" wide, 1dozen/box			
5	box	CLIP, backfold, 32mm/Binder Clip, Good quality, 1 1/4" wide, 1dozen/box			
5	box	CLIP, backfold, 50mm/Binder Clip, Good quality, 2" wide, 1dozen/box			
10	pcs	CORRECTION TAPE, 8m x 5mm			
1	box	ENVELOPE, Documentary, A4, 500 pieces per box, brown			

1	box	ENVELOPE, Documentary, legal, 500 pieces per box, brown			
1	box	ENVELOPE, Expanding, Kraft, 100 pieces per box			
50	pcs	ENVELOPE, Expanding, Plastic			
1	box	FASTENER, for paper, plastic, 50sets/box			
5	set	MARKER, Flourescent, 3 color per set			
180	pcs	MARKER, Permanent, Black (Broad)			
30	pcs	MARKER, Permanent, Black (Fine)			
150	pcs	MARKER, Permanent, Blue			
50	pcs	MARKER, Whiteboard, Black			
50	pcs	MARKER, Whiteboard, Blue			
10	box	PAPER CLIP, vinly/plastic coated, 33mm			
10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
80	tuck	PENCIL, lead/graphite, with eraser			
2	pcs	PENCIL SHARPENER, table top			
1	pcs	PUNCHER, paper, heavy duty			
1	box	RUBBER BAND No. 18			
10	pcs	SCISSORS, symmetrical or asymmetrical			
10	box	STAPLER, standard type, with remover #35			
2	pcs	TAPE DISPENSER, table top			
33	packs	CARTOLINA, assorted colors, 20 pieces per pack			
5	pad	NOTE PAD, stick on, 50mm x 76mm/51mm x 76mm (2 x 3 inches)			
5	pad	NOTE PAD, stick on, 76mm x 100mm/76mm x 100mm (3 x 4 inches)			
5	pad	NOTE PAD, stick on, 76mm x 76mm (3 x 3 inches)			
80	ream	PAPER, MULTIPURPOSE A4,			
80	ream	PAPER, MULTIPURPOSE LEGAL			
143	ream	PAPER, MULTIPURPOSE Short			
40	ream	PAPER, MULTIPURPOSE Super long			
10	pcs	RECORD BOOK, 300 PAGES			
10	pcs	RECORD BOOK, 500 PAGES			
25	packs	TISSUE, INTERFOLDED PAPER TOWEL, 175 pulls			
10	can	INSECTICIDE, aerosol type, net content: 465g min (d-phenothrin 0.13% w/w, Prallethrin 0.10% w/w)			
140	pcs	Manila Paper			
1200	pcs	Plastic Envelope (Long, Expandable without Handle)			
5	packs	Photopaper			

50	pcs	Certificate Holder (A4)			
150	pcs	Customized Certificate Holder (A4) (With DA logo)			
50	packs	Special Paper (A4; GSM 90; cream)			
50	packs	Special Paper (A4; GSM 90; soft green)			
75	pcs	Paper bag (plain; brown; medium size; with handle)			
20	set	Epson 664 70ml			
20	pcs	Canon Ink #790 Black 135 ml			
18	pcs	Canon Ink #790 Yellow 70 ml			
18	pcs	Canon Ink #790 Magenta 70 ml			
18	pcs	Canon Ink #790 Cyan 70 ml			
3	pcs	Storage Box (Clear) 95L			
1000	pcs	Name Tag Holder			
1000	pcs	Name Tag Garter			
38	packs	Transparent ID Case (10's) w/ lace			
1200	pcs	Customized Booklet (20pages with DA logo outside)			
12	packs	Construction paper (20's; Long) Light Pink			
12	packs	Construction paper (Long) Yellow green			
12	packs	Construction paper (Long) Sky Blue			
12	packs	Construction paper (Long) Light Orange			
1	pcs	Wireless presenter (2.4 GHz Wireless Connectivity with bright red laser pointer; USB; AA Battery			
		<b>LOT 2 – ABC (Php 177,500.00)</b> Procurement of Tokens for Various Trainings			
80	Pcs	Customized Jacket			
		Color: Black; Features: Quick drying, breathable fabric inside, lightweight, waterproof, ultra-light, windproof			
		Collar type: detachable hood design, innovative collar adjustment; Sizes: XS-4; S-15; M-30; L-25; XL-3; XXL-2; XXXL-1			
		Customized Polo Shirt			
51	Pcs	Polo Shirt; Cotton; Green with yellow stripes (sides, armhole, collar) with embroidered DA and F2C2 logo 2 x 2 inches; Sizes: XS-4; S-15; M-25; L-5; XL-1; XXL-1			
51	Pcs	Polo Shirt; Cotton; Green with white stripes (sides, armhole, collar) with embroidered DA and F2C2 logo 2 x 2 inches; Sizes: XS-4; S-15; M-25; L-5; XL-1; XXL-1			



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100	Pcs	Sublimated white and green polo shirt with DA (2 x 2 inches) and F2C2 logo (2 x 2 inches); Sizes: XS-4; S-30; M-40; L-20 XL-4; XXL-1; XXXL-1			
		<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