



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

PR# 2025-0681

**April 3, 2025**  
Date

**REQUEST FOR QUOTATION**  
**2025-418**  
**(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 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: **30 Days**
14. Delivery point: **FCAL, 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.



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**PR No. 2025-0681**  
**Solicitation No. 2025-287**

**ABC: Php 210,500.00**

**End-User: LORIE D. DEASIS**  
**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Provision for Repair and Preventive Maintenance of Laboratory Equipment			
1	unit	Distilling Unit – Kjeltec 8200			
		Scope of work: Preventive Maintenance and repair <ul style="list-style-type: none"><li>- Repair and replace melted fuse holder</li><li>- Clean internal parts and validate reagent pump</li></ul>			
1	unit	Fibertec – Foss FT 350			
		Scope of Work: <ul style="list-style-type: none"><li>- Repair heating coil due to malfunction</li><li>- Clean 6 pcs condenser column, clean vacuum/ pressure sliding valve and tubings</li></ul>			
1	unit	Oven – Thermo			
		Scope of Work: <ul style="list-style-type: none"><li>- repair of malfunctioned mechanical convection fan</li><li>- Clean sample chamber, check electronic module, lubricate cooling fan shafting</li></ul>			
1	unit	Furnace – Lab Tech			
		<ul style="list-style-type: none"><li>- Repair door spring of furnace</li><li>- Clean heating chamber and electronic module, validate chamber temperature</li></ul>			
1	unit	Furnace – Heraeus			
		<ul style="list-style-type: none"><li>- Clean heating chamber and electronic module, validate chamber temperature</li></ul>			
1	unit	Bunn Grinder – sample mill			
		<ul style="list-style-type: none"><li>- Clean grinding chamber and impeller ring, clean electronic module</li></ul>			
1	unit	Retsch – sample mill			
		<ul style="list-style-type: none"><li>- Clean grinding chamber, hooper and blade, check electronic module</li></ul>			



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1	unit	Fume Hood – Fabricated			
		- Clean motor blower, lubricate pulley, minimize noise level and increase light intensity, clean working area			
2	unit	Analytical Balance – Shimadzu & Sartorius brand			
		- Clean weighing pan and validate reading			
1	unit	Foss Digester – 8 placer			
		- Clean 8 heating block, check electronic module and sensor, check heating chamber temperature			
		<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