

PR# 2025-0692

April 8, 2025  
Date

## REQUEST FOR QUOTATION

2025-458

(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. 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**.
7. DEADLINE FOR SUBMISSION OF BIDS: **April 11, 2025 at 12:00 noon**.
8. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
9. Validity of stocks: not applicable.
10. 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.
11. Delivery period: **April to December 2025**
12. Delivery point: **DA-WV New Building**
13. 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)	

14. 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.

**PR No. 2025-0692**

**ABC: Php 332,125.02**

**End-User: MAE P. NONES**

**Solicitation No. 2025-307**

**Contact No.**

Quantity	Unit	Item Description	Unit Price	Total
2	person	<b>Provision for Additional Two (2) Outsourced Janitorial Services for the Period of April to December 2025 to be Assigned at DA-WV New Building</b>		
		DA-WV New Building - 2		
		Instructions: 1. Please see attached Terms and Reference to determine the Qualification of the Utility Workers. 2. In the Cost Distribution Per Month which shall be attached to the Quotation Form in the RFQ, the standard Administrative or Agency Fee must not be less than 10% of the Total Contract, the 12% VAT being dependent upon the total amount due to Janitor and Gov't and the Administrative Overhead and Margin 3. If the prospective bidder made an offer less than the amount due to Janitor and Government, it shall be automatically considered as non-complying as indicated in the latest Wage Order.		
		<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