



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

PR# 2025-0874

**May 14, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-610  
(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: May 21, 2025 at 12:00 noon.**
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 NTP received**
14. Delivery point: **DA-Parola, Compound**
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. 2025-0874**

**ABC: Php 246,000.00**

**End-User: MAY ANN B. GRAJO**

**Solicitation No. 2025-364**

**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of Supplies and Delivery of Various Office Supplies to be used during the implementation of Young Farmers Challenge Program			
100	pc	Delivery Receipt 100 sheet per pad			
10	pc	Monoblock chairs, premium quality (black)			
100	pack	Cold laminating film Size: A4 (210mm x 300mm) Package: 20 sheets/ Pack Thickness: 80 microns Surface: Glossy			
51	pack	Special Paper A4 (cream)			
50	pack	Sticker Paper A4			
10	pc	3 layer Desk file/ paper organizer Tray			
20	box	Staple wire no. 35-5m 5000pcs			
20	pcs	Clear Acrylic Stand Style Table name (12" x 3")			
10	pcs	Clear Acrylic Stand Style menu display L-shaped A4			
25	pcs	Whiteboard marker (black)			
19	pack	Colorful round magnet for whiteboard assorted color			
20	box	0.7 mm ballpen black ink 12 pcs/box			
2	pc	Heavy duty puncher 2 holes punch capacity 150 pages			
24	ream	PAPER, MULTICOPY A4			
25	ream	PAPER, MULTICOPY 8.5x13			
500	pc	Ecobag with DA, Bagong Pilipinas, and YFC Logo, size: Large, Color: Black			
15	pc	4 wheeled push cart, foldable trolley, hand capacity 1000kg			



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20	pc	Collapsible Trolley Cart			
20	pack	TOILET TISSUE PAPER, 1-ply, 100% recycled, (12's)			
		<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