



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS

Parola, Fort San Pedro St., Iloilo City
westernvisayas@mail.da.gov.ph | (033) 336-4221

PR No. 2025-0931

May 27, 2025

Date

REQUEST FOR QUOTATION

2025-677

(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, Bids and Awards Committee Office - 3rd Floor, Parola, Fort San Pedro St., Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**.
7. **DEADLINE FOR SUBMISSION OF BIDS: June 3, 2025 at 12:00 noon.**
8. Price quotation(s) submitted shall be valid until the last day of training/activity.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: not applicable.
11. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-AD_
12. A/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
13. Delivery point: **Field Operation Divisions, Parola, Iloilo City**
14. Delivery period: **30 calendar days upon receipt of Notice to Proceed**
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

PR No. 2025-0931
Contact No. 327-34-60
ABC – Php 433,740.00

End-User: Ryan Rasgo
Solicitation No. 2025-384

Qty	Unit	Item Description	Brand Offer	Unit Cost	Total
		Procurement of Supply & Delivery of Training Supplies to be used during the conduct of CY 2025 Specialized and Market-related Training to SAAD beneficiaries			
500	pcs	Customized notebook (50 sheets) (please see attached lay-out)			
500	pcs	Customized notebook (40 sheets ½ crosswise, portrait) (please see attached lay out)			
600	pcs	Gel pen (black, 0.3mm) microfine			
600	pcs	Gel pen (blue, 0.3mm) microfine			
60	pcs	Gel pen (red, 0.3mm) microfine			
15	unit	Calculator (liquid crystal display, extra-large display, power supply: solar and battery)			
20	box	Pencil			
500	pcs	Expanding envelop (long size)			
50	pcs	Double sided tape (1 inch)			
50	pcs	Double sided tape (1/2 inch)			
250	pcs	Expanding envelope (short size)			
100	pcs	Expanding plastic envelope (long size)			
300	pcs	Folder (long)			
500	pcs	Manila paper			
10	box	Permanent marker (black)			
10	box	Permanent marker (blue)			
15	bottle	Refill ink (permanent marker, 30 ml/bottle with dropper)			
30	pad	Sticky notepad (2x3)			
20	pcs	Cutter knives (with plastic casing, easy to grip)			
2	pcs	Paper cutter (metal base-steel, with paper adjuster, size A3 or B4)			
100	bottle	Alcohol, ethyl with moisturizer, 70%,500ml			

5	pcs	Dater, self inking stamp			
5	pcs	Stamp pad black			
3	bottle	Stamp pad refill ink black			
100	pcs	Columnar notebook, 14 columns			
100	pcs	Record book, 300 pages			
100	pcs	Molar box with cover, black			
32	pcs	AA Battery			
32	pcs	AAA Battery			
		TOTAL			



BAGONG PILIPINAS *Masaganang Agrikultura,
Maunladna Ekonomi*

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For the Bids and Awards Committee:

REIN T. OROCIO

Head, BAC Secretariat

DA WESTERN VISAYAS

Bids and Awards Committee

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



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