



**June 9, 2025**  
Date

**REQUEST FOR QUOTATION**  
**2025-753**  
**(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: June 13, 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: **October, 2025**
14. Delivery point: **DA-Satellite Office, APCO, Bacolod City, Negros Occidental**
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.



**End-User: ZARLINA B. CUELLO**

**Contact No.:**

| Quantity              | Unit | Item Description  | Brand Name /Model Offered | Unit Price | Total |
|-----------------------|------|---|---------------------------|------------|-------|
|                       |      | Procurement of Tokens (for VIPs, facilitators, panelist, RPs) for Distribution During the Conduct of FY 2025 National Organic Agriculture Congress (NOAC)   |                           |            |       |
| 200                   | set  | TOKEN FOR HONORARY <ul style="list-style-type: none"> <li>- 1 Pc. Silk/Hablon Scarf</li> <li>- 1 Pack Native Coffee (200 grams)</li> <li>- 1 Pack. Tablea</li> <li>- 1 Pack Black Rice (1 kg.)</li> <li>- 1 Pack Muscovado (250 grams)</li> <li>- 1 Pc. Fruit/Rice Wine (500 ml)</li> </ul> |                           |            |       |
| Terms and Conditions: |      | A. The supplier shall present the actual sample of the material before the mass production<br>B. Shall deliver the requested materials to the DA-Satellite Office, APCO, Bacolod City, Negros Occidental<br>C. Supplier shall have physical branch or outlet within the region              |                           |            |       |
|                       |      | <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.

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Signature over Printed Name

Registered Name of Company

Tax Identification Number  
(Indicate VAT or non-VAT  
registered)

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Address

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Contact number(s)

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E-mail Address

Banking Institution

Branch

Account Name

Account Number

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Date Accomplished