



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

PR# 2025-1109

**June 27, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-855  
(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: July 4, 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: **Within 15 days after receipt of NTP**
14. Delivery point: **DA NIR Office LBP Building, Bacolod 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. 2025-1109 ABC: Php 237,833.00**  
**Solicitation No. 2025-457**

**End-User: JOSE ALBERT A. BARROGO**  
**Contact No.:**

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of Information and Communication Technology Office Supplies			
10	cart	INK CARTRIDGE, CANON PGI-35, Black			
60	bottle	EPSON 003 ink 65ml, Black			
25	bottle	EPSON 003 ink 65ml, Cyan			
25	bottle	EPSON 003 ink 65ml, Magenta			
25	bottle	EPSON 003 ink 65ml, Yellow			
40	bottle	EPSON 664 ink 70ml, Black			
6	bottle	EPSON 664 ink 70ml, Cyan			
6	bottle	EPSON 664 ink 70ml, Magenta			
6	bottle	EPSON 664 ink 70ml, Yellow			
6	cart	INK CARTRIDGE, Brother LC539, XL, Black			
6	cart	INK CARTRIDGE, Brother LC535, XL, Cyan			
6	cart	INK CARTRIDGE, Brother LC535, XL, Magenta			
6	cart	INK CARTRIDGE, Brother LC535, XL, Yellow			
6	pcs	EXTERNAL HARD DRIVE, 1 TB (Terabyte)			
20	pcs	USB FLASH DRIVE, 32 GB (Gigabyte)			
8	pcs	USB WIRED MOUSE			
8	pcs	USB WIRED KEYBOARD, 104 Keys			
26	bottle	HP GT53 ink 135ml, XL, Black			
14	bottle	HP GT52 ink 70ml, Magenta			
15	bottle	HP GT52 ink 70ml, Cyan			
15	bottle	HP GT52 ink 70ml, Yellow			
20	bottle	CANON 790 ink 135ml, Black			
10	bottle	CANON 790 ink 70ml, Magenta			
10	bottle	CANON 790 ink 70ml, Yellow			
10	bottle	CANON 790 ink 70ml, Cyan			
20	bottle	EPSON 001 ink 127ml, Black			
10	bottle	EPSON 001 ink 70ml, Magenta			



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10	bottle	EPSON 001 ink 70ml, Yellow			
10	bottle	EPSON 001 ink 70ml, Cyan			
2	pcs	CPU (Central Processing Unit) FAN, 80mm			
Terms and Conditions:		The expiration date of inks must be two (2) years from the date of receipt of the Notice of Award.			
		<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