



**June 24, 2025**  
Date

**REQUEST FOR QUOTATION**  
**2025-837**  
**(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 1, 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 upon 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 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.



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

**PR No. 2025-1110    ABC: Php 956,000.00**  
**Solicitation No. 2025-451**

**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 Office Supplies			
640	ream	PAPER, MULTIPURPOSE A4			
750	ream	PAPER, MULTIPURPOSE 8.5inch x 13inch			
120	ream	PAPER, MULTIPURPOSE SHORT			
20	ream	PAPER, MULTIPURPOSE LEGAL			
50	ream	SPECIAL PAPER (For Certificate), White, LEGAL 100 sheets, at least 120-150 gsm			
20	box	PENCIL, lead/graphite, with eraser			
4	pcs	PENCIL SHARPENER, table top			
100	box	FASTENER, for paper, plastic, 50 sets/box			
50	bundle	FASTENER, Loose Leaf Binding Clip 2-Hole (10pcs./bundle)			
180	pcs	SIGN PEN, Medium Tip, Black, gel pen 0.5			
240	pcs	SIGN PEN, Medium Tip, Blue, gel pen 0.5			
4	box	HIGHLIGHTER PEN, Assorted Color			
550	pcs	BALLPEN, Black			
120	pcs	BALLPEN, Blue			
8	box	BALLPEN, Smooth Ink Pen, 1.0mm, Blue (12pcs/box)			
12	pcs	RULER, plastic, flexible, 450mm/18 inches			
30	pcs	MARKER, Permanent, Black			
30	pcs	MARKER, Permanent, Blue			
30	pcs	MARKER, Whiteboard, Black			
30	pcs	MARKER, Whiteboard, Blue			
5	bundle	WHITE FOLDER, Long (100pcs./bundle)			
5	bundle	WHITE FOLDER, Short (100pcs./bundle)			
31	bundle	FOLDER, clear plastic cover, long, heavyweight 14 pts. Colored folder, non-slip plastic bar won't slide off cover (10pcs/bundle)			
30	bundle	FOLDER, clear plastic cover, A4, heavyweight 14 pts. Colored folder, non-slip plastic bar won't slide off cover (10pcs/bundle)			
25	pcs	FOLDER, Lever arch file, Long, Blue 2 ring binder mechanism, vertical			
25	pcs	FOLDER, Lever arch file, A4, Blue 2 ring binder mechanism, vertical			
5	box	ENVELOPE, Expanding, Kraft (100pcs/box)			
100	roll	TAPE, transparent, 24mm			
30	roll	TAPE, transparent, 48mm			
20	roll	TAPE, packaging, 48mm			
35	roll	TAPE, masking, 48mm			

120	pad	NOTE PAD, stick on, 76mm x 76mm (3x3 inches)			
20	pad	SIGN HERE STICKY NOTES (125sheets/pad)			
120	pad	NOTE PAD, 76mm x 76mm (3x3 inches)			
75	pcs	MOLAR BOX, with cover (Red)			
75	pcs	MOLAR BOX, with cover (Green)			
75	pcs	MOLAR BOX, with cover (Royal Blue)			
20	pcs	MOLAR BOX, without cover (Green)			
20	pcs	MOLAR BOX, without cover (Royal Blue)			
2	unit	STAPLER, heavy duty, 360 degrees			
10	unit	STAPLER, heavy duty, / HD-50DF			
20	unit	STAPLER, Standard Type with Remover			
60	box	STAPLE WIRE, standard, #35			
20	pcs	STAPLE REMOVER, plier type			
20	pcs	PUNCHER, paper, heavy duty			
8	pcs	CALCULATOR, Extra large display 12 digits, Solar and Battery			
10	set	MARKER, Flourescent (3 color/set)			
10	pcs	EXTENSION CORD, 6 gang with Surge Protector, 5 meters			
230	pcs	CORRECTION TAPE, 8m x 5mm			
100	pcs	ALCOHOL, Ethyl, 500 ML, 70%			
12	bottle	HAND SOAP, Liquid, 500ml			
45	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			
6	bottle	TOILET DISINFECTANT, liquid, 800ml			
12	can	FURNITURE CLEANER, aerosol type, 330ml			
6	pcs	PAIL, medium, 18 liters capacity, good quality			
6	pcs	WATER DEEPER, plastic, good quality			
4	pcs	WATER CONTAINER, 60 liters capacity, good quality			
4	pcs	TOILET RUBBER PUMP, good quality			
4	pcs	TOILET BRUSH, good quality			
3	set	SPIN MOP BUCKET SET, with microfiber mop head			
50	pack	PHOTO PAPER			
50	pack	STICKER PAPER			
30	roll	DOUBLE SIDED TAPE (5cm x 2cm)			
10	pack	BATTERY, dry cell, size AAA (2pcs/pack)			
10	pack	BATTERY, dry cell, size AA (2pcs/pack)			
20	box	Gun Tacker Staple Wire Refill, 6mm-12mm, (1000pcs/pack)			
2	pcs	3 in 1 Staple Gun Tacker, Heavy Duty			
10	roll	Cloth Duct tape 2inches x 25meters			
2	pcs	Paper Cutter Wood Base, Heavy Duty, B4 Size			
60	Pack/roll	TRASHBAG, XXL, size, black, 37"x40", XXL, 10 pieces per roll			
12	pcs	WASTEBASKET, with cover, rigid plastic, medium			



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2	pcs	Wall Mounted Magnetic White Board, 24x36 inches			
2	pcs	Wall Mounted Magnetic White Board, 36x48 inches			
30	box	CLIP, backfold, 19mm/Binder Clip, Good quality, ¾" wide			
15	box	CLIP, backfold, 25mm/Binder Clip, Good quality, 1" wide			
15	box	CLIP, backfold, 32mm/Binder Clip, Good quality, 1 1/4"			
20	pair	SCISSORS, symmetrical or asymmetrical			
4	pcs	TAPE DISPENSER, table top			
30	box	PAPER CLIP, vinly/plastic coated 33mm			
30	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
5	pcs	ERASURE, felt, for blackboard/whiteboard			
10	pack	PUSH PIN (100pcs/pack)			
2	pcs	Cork Board, 900x600mm			
10	pcs	CUTTER/UTILITY KNIFE, for general purpose			
		<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