



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

PR# 2025-1112

**June 27, 2025**  
Date

**REQUEST FOR QUOTATION**  
2025-856  
(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: **45 Calendar days**
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. 2025-1112   ABC: Php 618,000.00**  
**Solicitation No. 2025-458**

**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 Semi-Expandable Furniture and Fixtures			
1	unit	<b>EXECUTIVE DESK</b> (Managerial Desk with Right Side Cabinet) Desk Leg: Melamine, 40mm min. thickness Worktop: Melamine, 40mm min. thickness Desk Size: 160*80*75cm min. size Cabinet Size: 160*40*63cm min. size Weight Capacity: At least 100kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
1	unit	<b>EXECUTIVE CHAIR</b> Seat Material: High Density PU Foam Back Material: PU Faced Armrest: Fixed Base: Chrome Mechanism: Tilt Lock Weight Capacity: At least 200kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
2	unit	<b>EXECUTIVE DESKS</b> (Managerial Desk with Right Side Cabinet) Desk Material: MCF/MDF Desk Leg: 50mm min. thickness Desk Size: 160cm (Length) * 80cm (Width) * 75cm (Height) min. size Cabinet Size: 160cm (Length) * 40cm (Width) * 63cm (Height) min. size Weight: Net Weight (NW) - at least 96.4 kg / Gross Weight (GW) - at least 98.4 kg Weight Capacity: At least 100 kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
2	unit	<b>EXECUTIVE CHAIRS</b> Seat Material: Leather or fabric with foam Base: All-aluminum Seat Support: Adjustable bionic spine support Adjustments: Backrest tilt tension and angle adjustment Casters: PU casters Weight Capacity: At least 200kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			

14	unit	<b>OFFICE TABLES</b> Top Material: 25MM Thickness E1 Level Melamine Board Frame Material: 45 Aluminum With Glass Desk Size: 120cm (Length) * 60cm (Width) * 110cm (Height) min. size Weight Capacity: At least 30kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
14	unit	<b>OFFICE CHAIRS</b> Seat Material: 5+1cm foam seat, Mesh back Features: Enhance backrest & armrest Mechanism: 2.5mm min. thickness butterfly mechanism Tilt: Tilt Mechanism Base: 300mm min. Chrome base Casters: PU castor Weight Capacity: At least 100kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
14	unit	<b>DRAWER</b> Number of Drawers: 3 Drawer Configuration: 2 standard, 1 with keys Dimensions: H40cm x W40cm x D62cm min. Weight Capacity: At least 40kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
1	set	<b>10 SEATER CONFERENCE TABLE</b> Capacity: At least 10 Seats Desk Material: High-Density Particle Board with Melamine Finish Dimension: W4200 mm x D1500 mm x H750 mm min. Includes: Wire management Warranty: 1 year Color: Beige, Black, Brown, or Gray			
10	set	<b>CONFERENCE CHAIR</b> Facing Material: PU Faced Construction: Plywood Armrests: Plastic Padding: High-Density Foam Base: Chrome Weight Capacity: At least 150kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
25	li.m	<b>VENETIAN BLINDS</b> Size: 120cm (Width) x 155cm (Height) min. size Blackout Level: 90% Slats: Aluminum with Paint Finish Rails: Aluminum with Powder Coating Tilt Wand: ABS Plastic Color: White and Gray			



3	unit	<b>STEEL CABINETS</b> (Vertical Drawer with Safe Vault & Keys, 4-layer) Number of Layers/Drawers: 4 (3 Standard, 1 Safety Vault) Material: Cold Rolling Steel Plate Finish: Smooth Structure: Knock-Down Drawer Configuration: 3 Standard (Bottom), 1 Safety Vault (Top) Lock: Top Drawer Only (secures the safety vault) Capacity per Drawer: At least 30kgs Warranty: 1 year Color: Beige, Black, Brown, or Gray			
1	unit	<b>STEEL CABINETS</b> (Lateral, 4-layer) Number of Layers/Drawers: 4-Layer Size: H133 cm x W90 cm x D45.2 cm min. size Capacity per Drawer: At least 35kgs Ideal for: Plans and drawings Warranty: 1 year Color: Beige, Black, Brown, or Gray			
3	unit	<b>STEEL CABINETS</b> (Vertical, All-Metal with Swing Door) Number of Layers/Drawers: 4-Layer Color: Gray Size: 900 mm (Width) x 400 mm (Depth) x 1850 mm (Height) min. size Metal Thickness: Gauge 24 (0.6mm) Warranty: 1 year Color: Beige, Black, Brown, or Gray			
2	set	<b>SOFA with CENTER TABLE</b> (3-Seater Sofa) Sofa Materials: Bonded Foam, Fabric Cover, Wooden Legs Sofa Features: Cupholders on armrests Sofa Size: 185 cm (Length) x 78 cm (Width) x 85 cm (Height) min. size Sofa Weight Capacity: At least 300kgs Includes: Center Table Warranty: 1 year Color: Beige, Black, Brown, or Gray			
Terms and Conditions:		<ol style="list-style-type: none"><li>1. All equipment must come with a minimum one (1) year warranty, unless indicated in the item, and must be brand new, not refurbished or cloned.</li><li>2. In the event of defects arising within the warranty period, the supplier is responsible for collecting the defective equipment from the department's main office and ensuring it is promptly processed under the warranty service.</li></ol>			
		<b>TOTAL</b>			



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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