



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

PR# 2025-1136

June 30, 2025
Date

REQUEST FOR QUOTATION
2025-866
(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, 3rd 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 7, 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: **30 days upon receipt of NTP**
14. Delivery point: **RAFIS**
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.



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PR No. 2025-1136
Solicitation No. 2025-460

ABC: Php 250,000.00

End-User: JAMES EARL E. OGATIS
Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of Training Kit and Art Materials for World Food Day 2025 Regional on the Spot Poster Making Contest			
30	pcs	Ruler, steel, 12 inches			
100	pcs	Pencil, No. 2			
50	roll	Tissue, 2 ply			
50	packs	Cotton Ball, 50s			
30	pcs	Eraser, dust-free, white, large			
20	packs	Board Paper, 8.5 inches x 11 inches, 220gsm, white color, 10 sheets per pack			
50	ream	Bond Paper, Multicopy, A4, at least 70gsm, reams			
50	ream	Bond Paper, Multicopy, 8.5"x13", at least 70gsm, reams			
50	ream	Bond Paper, Multicopy, 8.5"x11", at least 70gsm, reams			
50	packs	Photopaper, A4 Size, at least 200 gsm, glossy, 20 sheets/pack			
40	pcs	Double-Sided Tape 12Mmx10M			
30	pcs	Masking Tape, 25 yards, 3 inches core			
40	pcs	Scotch tape, clear, 18mm x 30m			
75	pcs	Folder, long size, white			
75	pcs	Folder, short size, white			
50	pcs	Acrylic certificate holder with wooden frame, 8.5 x 11 inches			
50	pcs	Ballpen, retractable, black, 0.5mm			
50	pcs	Ballpen, retractable, red, 0.5mm			
20	pcs	Sign pen, 0.7mm, black			
60	pcs	Permanent marker, fine, black			
30	pcs	Push pins, assorted colors, 50 pieces per pack			
150	pcs	Binder Clip, fold back, 50mm, black color			
10	pcs	Glue white, 130 grams			
5	pcs	Multi-functional scissor, at least 175mm length, with soft grip handle, stainless steel			
100	pcs	Sign Here stick-on note, 8cm x 12cm, assorted colors, 20 sheets/pack			
20	pcs	Box File with built-in cover, size: 15.5(L) x 5.5(W) x 11(H), gray			
2	pcs	Puncher: 2 holes, with handle lock, 30-sheet punching capacity, hole distance - 70mm, black color			
5	pcs	Stapler, No. 35, with built-in staple wire remover, stapling capacity - up to 30 sheets, beige color			
10	pcs	Staple wire no. 35-5m, 5000 staple wires per box			
30	pcs	Acrylic paint tube set, 24 colors, 12ml/tube			
30	pcs	High-Quality Watercolor pan set (24 colors)			



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60	pcs	High-Quality Oil pastel (24 colors)			
30	pcs	Graphite drawing pencils for sketching and illustrating			
30	pcs	Artists Canvas Pad (10 sheets per pack/ A4 size/ 280 GSM)			
30	pcs	Acrylic brush set (6 different sizes) Nylon hair material			
30	pcs	Plastic palette trays for oils, acrylics, and watercolors			
30	pcs	High-Quality Illustration boards (20 inches x 30 inches or ½ size)			
100	pcs	Plain kraft gift bag, large, 23x9x29.2cm			
10	roll	Ribbon, satin, 50 yards per roll, 2 inches, green color			
10	roll	Ribbon, satin, 50 yards per roll, 2 inches, golden yellow color			
50	pcs	Jute bag with handle, large capacity			
100	pack	Manila Paper, 36 x 48 inches (2 sheets per pack)			
1	pc	Paper Trimmer, Wood, 12 x 15 inches			
4	pc	Storage/ Organizing box, white, 120 liters, high impact resistant, snap lock, with 6 spinners			
		TOTAL			

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