



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
Parola, Fort San Pedro, Iloilo City
procurement@wv.da.gov.ph | (033) 324-6717

PR# 2025-1209

July 16, 2025
Date

REQUEST FOR QUOTATION
2025-937
(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 VI, Parola, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission.**
8. **DEADLINE FOR SUBMISSION OF BIDS: July 23, 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: **DA-RFO 6, Parola, Iloilo 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.



PR No. 2025-1209
End-User: RYAN V. RASGO

ABC: Php 100,840.00
Contact No.:

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of Supply and Delivery of Office Supplies			
50	ream	PAPER, Multi-Copy, Short size, 80gsm			
150	ream	PAPER, Multi-Copy, Long size, 8.5"x13", 80gsm			
100	ream	PAPER, MULTIPURPOSE A4			
200	piece	SIGN PEN, Fine Tip, Black, gel pen 0.4			
100	piece	SIGN PEN, Fine Tip, Blue, gel pen 0.4			
20	piece	SIGN PEN, Fine Tip, Red, gel pen 0.4			
100	piece	ENVELOPE, Long Size, plastic with handle & zipper			
180	piece	CORRECTION TAPE, 8m x 5mm			
60	box	CLIP, backfold, 19mm/Binder Clip, Good quality, ¾" wide, 1 dozen/box			
60	box	CLIP, backfold, 25mm/Binder Clip, Good quality, 1" wide, 1 dozen/box			
60	box	CLIP, backfold, 32mm/Binder Clip, Good quality, 1 1/4 " wide, 1 dozen/box			
60	box	CLIP, backfold, 50mm/Binder Clip, Good quality, 2" wide, 1 dozen/box			
8	box	ENVELOPE, Expanding, Kraft, 100 pieces per box			
30	piece	High Impact storage box, organizing, 70 liters capacity, with handle- Megabox, with wheels			
100	piece	MARKER, permanent, broad, black			
60	piece	MOLAR BOX, with cover, green			
20	piece	Desk Organizer Paper Tray with 4 Tier Desktop File Organizer			
50	bottle	ALCOHOL, isopropyl, 70%, 500ml			
20	gallon	ALCOHOL, isopropyl, 70%, scented, 3.785 liters			
30	packs	Photo Paper, High quality, matte, A4, 210 gsm, 20 pcs/pack			
50	roll	TAPE, transparent, 24mm			
50	roll	TAPE, transparent, 48mm			
20	box	PAPER CLIP, vinly/plastic coated, 33mm			
20	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
50	box	PENCIL. Lead/graphite, with eraser			
10	piece	PENCIL SHARPENER, table top			
10	piece	PUNCHER, paper, heavy duty			
10	unit	STAPLER, heavy duty (binder)/HD-50DF			
10	piece	STAPLE REMOVER, plier type			
10	piece	TAPE DISPENSER, table top			
50	pad	NOTE PAD, stick on, 50mm x 76mm/51mm x 76mm			
50	pad	NOTE PAD, stick on, 76mm x 100mm/76mm x 100mm			
50	pad	NOTE PAD, stick on, 76mm x 76mm			



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50	pack	TISSUE, INTERFOLDED PAPER TOWEL, 175 pulls			
100	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			
20	box	STAPLE WIRE, standard, #35			
15	unit	CALCULATOR, Compact			
100	piece	STENO NOTEBOOK			
10	piece	DATER w/ received			
12	pack	FOLDER, TAGBOARD, for Long size documents, 100s/pack, file folder white			
10	box	ID Badge/Card Case with string for Horizontal Card 4 x 3 inches 50PCS/BOX			
50	piece	Sign pen V ball, 0.7 extra fine, black			
150	piece	CERTIFICATE HOLDER, A4			
50	pack	Board, Specialty paper, long size, 8.5" x 13", 200 gsm, 10 pcs/pack, color cream			
Terms and Conditions:		Supplier must be within Western Visayas			
		TOTAL			

For the Bids and Awards Committee:

REIN T. OROCIO
Head, BAC-Secretariat

DA WESTERN VISAYAS
Bids and Awards Committee
Regional Field Office VI,
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