



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
Parola, Fort San Pedro St., Iloilo City
westernvisayas@mail.da.gov.ph | (033) 336-4221

PR No. 2025-1181

July 8, 2025

Date

REQUEST FOR QUOTATION
2025-873
(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. Sealed Quotation(s) / Proposal(s) shall be **manually submitted** to DA Western Visayas, Bids and Awards Committee Office - 3rd Floor, Parola, Fort San Pedro St., Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**.
7. **DEADLINE FOR SUBMISSION OF BIDS: July 15, 2025 at 12:00 p.m.**
8. Price quotation(s) submitted shall be valid until the last day of training/activity.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: not applicable.
11. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-AD_
12. A/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
13. Delivery point: **DA SAAD Office**
14. Delivery period: **15 calendar days upon receipt of Notice to Proceed**
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 (Redor 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. 2025-1118
Contact No. 327-34-60
ABC - Php 232,950.00

End-User: Ryan Rasgo
Solicitation No. 2025-462

Qty	Unit	Item Description	Brand Offer	Unit Cost	Total
		Procurement of Supply & Delivery of Office Supplies to be used by RPMSO Staff for the implementation of SAAD Program			
100	pcs	Gel pen (black, 0.3 mm) microfine			
100	pcs	Gel pen (blue, 0.3 mm) microfine			
100	pcs	Gel pen (black, 0.5 mm) microfine			
100	pcs	Gel pen (blue, 0.5 mm) microfine			
20	box	Pencil			
150	bottle	Alcohol, ethyl with moisturizer, 70%, 500ml			
29	ream	Bond paper, long size			
30	ream	Bond paper, A4			
30	ream	Bond paper, short			
30	ream	Bond paper, legal			
21	box	Pencil sharpener			
14	box	Paper clip (33mm) (vinyl)			
15	box	Paper clip (50mm) (vinyl)			
14	box	Binder clip (15mm)			
20	pcs	Acrylic table name plate (11"x 3-3/4")			
300	pcs	Notebook (80 sheets) (ruled sheets)			
50	pcs	Packaging tape, 2 inches wide			
40	pcs	Certificate jacket with cover and DA SAAD logo			
50	pcs	Cartolina, assorted color			
50	pcs	Plastic clear envelop with handle and zipper			
45	bottle	Glass cleaner, 250 ml			
50	bottle	Multi-insect spray, 500 ml			
55	can	Air freshener, organic canister			
4	pcs	Sweeping broom, soft			
4	pcs	Dustpan			
4	pcs	Garbage bin with swing cover, 11L			
50	roll	Garbage bag, medium			
		TOTAL			



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For the Bids and Awards Committee:

REIN T. OROCIO

Head, BAC Secretariat

DA WESTERN VISAYAS

Bids and Awards Committee

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



*Masaganang Agrikultura,
Maunladna Ekonomiya*

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