



Republic of the Philippines
 Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
 SRDC Bldg., Elliptical Road corner Visayas Avenue,
 Diliman, Quezon City 1101

REQUEST FOR QUOTATION

INSTRUCTIONS:

1. Bidder shall read the instructions and fill all the blanks properly.
2. Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
3. Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
4. Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
5. If applicable, offered brand name and model shall be specified.
6. Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
7. Bid proposal shall be **submitted manually on or before the deadline to the Bids and Awards Committee Secretariat office at BSWM, SRDC Bldg., Elliptical Road corner Visayas Avenue., Quezon City or electronically through procurement@bswm.da.gov.ph.**
8. Late Bids will not be accepted.
9. **Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

FOR SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- Revised Notarized Omnibus Sworn Statement (for total ABC above PHP50K) validity within 3 months upon submission
- Latest ITR (for total ABC above PHP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTRFB (Franchise) for Vehicle Rental
- NFCC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time):

PR No.: 2024-07-1150_0582

End-User: CPIT, SCMD

Total ABC: 891,000.00

Source of Fund: PAEF RICE CONT., DA BAR-TRUST FUND

Term of Payment: Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

**Delivery Requirements: As stated below.
 Covering the month of August-December 2024.**

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		2024-07-1150-CPIT					
		Provision for Vehicle Rental for BSWM Activities					
24	van	Visayas Cluster	9,000.00				
		Region: Region VI to VIII					
30	van	Mindanao Cluster	12,500.00				
		Region: Region IX to CARAGA					
		Note: Final schedule of activity shall be coordinated by the enduser 5 days prior to event.					
		2024-04-0582-SCMD					
1	van	Vehicle Rental	60,000.00				
		Inception Meeting with the stakeholders at Region IV-A (San Francisco, Quezon) and V (Ligao City, Albay) Monday to Friday August 12-16, 2024					
1	van	Vehicle Rental	60,000.00				
		For the conduct of capacity building in Region IV-A (San Francisco, Quezon) Monday to Friday September 16-20, 2024					

1	van	Vehicle Rental For the conduct of capacity building in Region V (Ligao City, Albay) Monday to Friday September 23-27, 2024	60,000.00				
1	van	Vehicle Rental for the conduct of Establishment activity in Region IV-A (San Francisco, Quezon) Monday to Friday October 7-11, 2024	60,000.00				
1	van	Vehicle Rental for the conduct of Establishment activity in Region V (Ligao City, Albay) Monday to Friday October 7-11, 2024	60,000.00				
		NOTE: * PICK UP: BSWM, Central Office, Quezon City * Driver should be on standby during the stated dates above.					
		Terms and Conditions: Vehicle specification: a. Fully airconditioned b. Van or Pick -up (with back cover) seating c. capacity; minimum of 5 persons d. With fire extinguisher					
		1. Inclusive of driver meals and accommodation, fuel, toll fee, parking fees and other fees that may apply (except Barge fees). 2. Service provider must issue letter or Certificate of Introduction at least 2 calendar days before the travel with the following details: Name of driver, documents of driver (Driver's License, etc.) as requested by end-user, plate number of vehicle, insurance of vehicle. 3. Non-consumption of travel day/s due to unforeseen circumstances (i.e. safety, health, security concerns) should not be chargeable to the end user (actual billing). 4. Driver must be knowledgeable on local road networks and practical access routes to aid the field implementation team during actual field validation 5. Service provider shall coordinate with the end-user at least 2 calendar days before the travel. 6. Change in travel schedule shall be allowed within 2 days before the scheduled travel and upon arrangement with the project management staff.					
		NOTE: Awarding: Awarding is one contract					
		NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES					
		NOTE: ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE ACCEPTED.					

Reviewed by:


ROCHELLE M. OCBINA


RYAN B. BENAVIDEZ

Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:

Bautista France
Josephine Camilo
Cristobalita France
Josephine Camilo
seab@bids.com-2019
NDS&AS
Infrastructure
Management
Services - Bureau of
Soils and Water
Management, C-PM

FRANCE JOSEPHINE C. BAUTISTA
Head, BAC Secretariat

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished

Please check the box for your mode of submission:

Manual submission (through BSWM canvasser)
 Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.