



Republic of the Philippines
Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
SRDC Building Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1101
customers.center@bswm.da.gov.ph
Tel. no. (632) 8273-2474 local 3202

REQUEST FOR QUOTATIONS
Control No. 2025-RFQ-0390

The **Bureau of Soils and Water Management (BSWM)**, through its **Bids and Awards Committee**, intends to procure "**Procurement Desktop Calendar, Wall Calendar, and Notebook Planner Year 2026**" for CY 2025 in accordance with **Section 34 - Small Value Procurement** of the 2024 Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided in this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 24, 2025, 12:00 p.m.** at the Procurement Management Section, 2nd Floor, SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City. Quotations may also be submitted through email at procurement@bswm.da.gov.ph or at bac@bswm.da.gov.ph.

Interested service provider shall also submit a copy of the following upon submission of this quotation:

- **Mayor's Permit**
- **PhilGEPS Registration**
- **Notarized Omnibus Sworn Statement (for ABC 50k above)**
- **Income Tax Return (for ABC 500k above)**

The Head of the Procuring Entity (HoPE) of the DA-BSWM reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 34 of the 2024 revised IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **+63(2) 8529-7640 or +63 (2) 8529-7641 local 204** or email us at the email address provided above.


France Josephine C. Bautista
Administrative Officer V 

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

Do not alter the contents of this form in any way.

The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at bac@bswm.da.gov.ph or at procurement@bswm.da.gov.ph

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of One Hundred Twenty (120) Calendar Days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BSWM BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DA-BSWM. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DA-BSWM may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TERMS OF REFERENCE

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if the item being offered is for free.
2. Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each Specification.
3. Bidder shall **state the brand and/or model** of the offered goods, if applicable.

Lot	Description	Total Qty.	Unit	(ABC) Unit Cost	Bidder's Statement Of Compliance	(BID) Unit Cost (Vat Inclusive)	(BID) Total Cost (Vat Inclusive)
	Procurement of BSWM Desktop Calendar, Wall Calendar, and Notebook/Planner for CY 2026						
1	2025-2486-DO						
	Custom Desktop Calendar – Square with BSWM Logo and Bagong Pilipinas Logo	1000	pcs	300.00			
	Standard specification: -Size 8” x 10” -Cover and Stand printed on 14pt., Individual pack in envelope --Calendar – printed front: open date calendar, back: design, smudge-proof -Custom calendar can be printed on one or two sides Description: -1 cover, 12 months -Binding Wire-O Bound, Hardboard Ease -Front page (cover) printed full color -Grids: Printed Full Color -Imprint picture: AQ Coated						
	Wall Calendar for Year 2026 with BSWM Logo	1000	pcs	750.00			
	Specifications:						

<ul style="list-style-type: none"> -Starting Month: January 2026 -Size: 18" x 24" -Paper: at least 250gsm Thick Fine Art Card -maximum of 28 pages -Customizable on all pages -Calendar date can start on any month plus hard board sheet at the back and cover page with steel bar/spring -Full Color -HD Printing -Binding Black Coil 						
BSWM Notebook/Planner for Year 2026	1000	pcs	280.00			
<p>Specifications:</p> <ul style="list-style-type: none"> -Open Date Planner for Year 2026 -Hardbound wood Notebook with Pen Loop -Pair with wooden pen (BTP-1019) -Dimension: 21 x 14.5 cm -Colors: Light brown, dark brown -Includes full color print on cover, 1 side -Type of Print: Flat (UV Led Direct Print Embossed Print -Page Style: Plain with BSWM Logo on both sides -Sheets Style: Dot Grid lines -Additional Calendar Year from 2027-2028 						
*Suppliers should provide the Layout and Design						
*Attach a Sample of Paper to be used and the actual size for the calendar						
Place of Delivery: BSWM Central Office, Quezon City						
NOTE: Complete all the BLANK details						
<u>AWARDING: ONE CONTRACT</u>						

*The above quoted prices are inclusive of all costs and applicable taxes.

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A	30 Calendar Days upon approval of Final Layout and Design	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
ONE MILLION THREE HUNDRED THIRTY THOUSAND PESOS (Php 1,330,000.00)	In words: _____ _____ In figures: _____ _____ _____

<u>Payment Terms:</u>	Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.
Banking Institution	
Account Number	
Account Name	
Branch	

NOTE: PLEASE DO NOT LEAVE ANY FIELDS BLANK

Please check the applicable documents submitted:

<input type="checkbox"/>	Mayor's Permit
<input type="checkbox"/>	PhilGEPS Registration
<input type="checkbox"/>	Notarized Omnibus Sworn Statement (for ABC 50k Above)
<input type="checkbox"/>	Income Tax Return (for ABC 500k above)
<input type="checkbox"/>	Others (as required) _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Email address

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No.

Notary Public for ___ until _____

Roll of Attorneys No.

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.