



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

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. The following documents shall be submitted not later than presentation for Award:

FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Latest ITR (for total ABC above PhP500K)

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)

TERMS OF REFERENCE:

Type of Procurement:	<input checked="" type="checkbox"/> Goods/Services	<input type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
Mode of Procurement:	Small Value		
Deadline for Submission of Bids (Date and Time):	May 10, 2022 at 12:00 noon		
PR No.	<u>2022-04-0707</u>	End-User:	<u>SWRRD</u> Total ABC: 33,050.00
Source of Fund:	<u>SSIS Mindanao-Trust</u>		Schedule of Delivery: 30 calendar days upon receipts of PO
Mode of Award:	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	Terms of Payment: <u>Upon Delivery (no partial delivery)</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
Shopping A						
10	ream	Legal copy paper, 80 gsm	450.00			
15	cart	A4 copy paper, 80 gsm	400.00			
2	cart	Ink, HP 680 (black)	500.00			
2	pcs	Ink, HP 680 (tri color)	500.00			
3	pack	Battery, 9V	250.00			
3	pack	Battery, AA, heavy duty 4pc/pck	240.00			
8	pack	battery AAA, 2pc/pck	60.00			
Shopping B						
2	cart	Ink cartridge Canon Pixma E510 #88	800.00			
2	cart	Ink cartridge Canon Pixma E510 #98	1,000.00			
2	cart	125A Cyan	3,200.00			
2	cart	130A Black CF351A	4,000.00			
20	pcs	Ballpen, retractable black	30.00			
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:

Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:

(Sgd) DENISE A. SOLANO
Head, BAC Secretariat

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

Canvasser (Signature over Printed Name)

Date of canvass: _____

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished