



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:**

- Bidder shall read the instructions and fill all the blanks properly.
- Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
- Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
- Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
- If applicable, offered brand name and model shall be specified.
- Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
- 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.**
- Late Bids will not be accepted.
- The following documents shall be submitted not later than presentation for Award:

**FOR SHOPPING:**

- PhilGEPS registration number or Certificate
- Mayor's Permit

**FOR DIRECT CONTRACTING:**

- PhilGEPS registration number or Certificate
- Mayor's Permit
- 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:**

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTRFB Franchise

**TERMS OF REFERENCE:**

|   |  |   |  |
|---|--|---|--|
| <b>Type of Procurement:</b>                             | <input checked="" type="checkbox"/> Goods/Services | <input type="checkbox"/> Infrastructure Project | <input type="checkbox"/> Consulting Services         |
| <b>Mode of Procurement:</b>                             | <input checked="" type="checkbox"/> Small Value    |   |  |
| <b>Deadline for Submission of Bids (Date and Time):</b> | July 22, 2022 at 12:00PM                           |   |  |
| <b>PR No.</b>   | 2022-07-1104                                       | <b>End-User:</b>                                | ACCOUNTING Total ABC: 150,000.00                     |
| <b>Source of Fund:</b>                                  | Regular  |   |  |
| <b>Mode of Award:</b>                                   | <input type="checkbox"/> Per Line                  | <input checked="" type="checkbox"/> Per Lot     | <b>Terms of Payment:</b> Upon Completion of Services |

| Qty | Unit | Item (Description and Specification)  | ABC        | Offered Brand | Bid        |             |
|-----|------|---|------------|---------------|------------|-------------|
|     |      |   | Unit Cost  |               | Unit Price | Total Price |
| 1   | lot  | <b>Preventive Maintenance of Black Photocopier Machine. Model: Laser Jet Dual Cassette Workgroup Feeder; Product No. Y1F97A, covering the period July - December 2022</b> | 150,000.00 |               |            |             |
|     |      | For 6 months @ 25, 000.00/month   |            |               |            |             |
|     |      | Inclusive of 10,000 pages per unit/month (black)  |            |               |            |             |
|     |      | Rate per excess copy with max price of Php1.50/copy with 2% Spoilage  |            |               |            |             |
|     |      | Inclusive of labor and parts during repairs   |            |               |            |             |
|     |      | Unlimited Training  |            |               |            |             |
|     |      | Free Training and Services  |            |               |            |             |
|     |      | Inclusive of monthly preventive maintenance/check up  |            |               |            |             |
|     |      | Bidders shall submit Certification of Authorized Service Provider of the offered brand/unit   |            |               |            |             |
|     |      | For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide   |            |               |            |             |
|     |      |   |            |               |            |             |
|     |      |   |            |               |            |             |

**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**

\_\_\_\_\_  
**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:**

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