

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.
- 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 elctronically 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 PhP50K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
- 7) Copy of LTFRB Franchise

		TERMS OF REFER	ENCE:			
Туре с	of Procure	ment: Goods/Services I	ct	sulting Service	s	
Mode	of Procure	ement: Small Value				
Deadli	ine for Sul	omission of Bids (Date and Time): July 19, 2022 a				
PR No		2022-06-1047	End-User:	<u>BGA</u>	Total ABC:	
				Delivery: 15 cal	endar days ı	upon
	e of Fund		receipts of P			
Mode	of Award:	Per Line Per Lot	Terms of Pay	ment: Upon Co	mpletion of	<u>Services</u>
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	<b>Total Price</b>
1	lot	Preventive Maintenance for HP Photocopier	150,000.00			
		Model: HP E87640				
		Covering the period of July - December 2022				
		Provisions:				
		Inclusive of 10,000 pages per unit/month (black)				
		Rate per excess copy with max price of Php1.50/copy				
		Inclusive of 1,000 pages per unit - month (colored)				
		Rate per excess copy with max price of Php7.50/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 tha they will provide	t			
		Compliance with Seciton VI. Schedule of requirement	t			

# 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

Canvasser (Signature over Printed Name)

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