



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: Goods/Services Infrastructure Project Consulting Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): May 20, 2022 at 12:00PM

PR No. 2022-04-0790

End-User: DO

Total ABC: 13,447.00

Schedule of Delivery: 30 Calendar days upon receipt of P.O

Source of Fund: Regular

Mode of Award: Per Line Per Lot

Terms of Payment: Upon completion of delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
Shopping A						
2	pcs	Heavy Duty Staple Remover Plier	60.00			
Shopping B						
3	pcs	Scissor Heavy Duty Stainless Steel Big 8 inch	138.00			
1	pcs	14 Digits wide Calculator	1,020.00			
2	box	Binder Clip 51mm	147.00			
3	pcs	Glue 40g	30.00			
5	pcs	Color Neon Memo Pad, 400 sheets "4x5" inches	85.00			
10	box	Ballpen 0.5 Black	346.00			
1	box	Ballpen 0.5 Blue	346.00			
1	box	Ballpen 0.5 red	346.00			
3	box	Hi-Techpoint Ballpen V10 Grip - 1.0mm Ballpen Black	1,006.00			
11	pcs	Colorful Stacy Notes 3 x 4 in	50.00			
12	pcs	Strip Arrow Adhesive Sticky Notes	60.00			
3	pcs	Pen, Pencil Holder 3 grinds (High Quality, wire mesh black)	120.00			
1	pc	Self Inking Min Dater, S300, size: 3mm	360.00			
1	pc	Metal Desk Tray 3 Layer Mesh Type/Document Tray	780.00			
3	pcs	Metal Magazine File Folder Organizer 1 Tier-Mesh Type	323.00			
5	pcs	Double Sided Tape 24mm	35.00			

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.

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