



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
 SRDC Bldg., Elliptical Road corner Visayas Avenue,  
 Diliman, Quezon City 1101

### 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.
- Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

**FOR SMALL VALUE PROCUREMENT:**

**TERMS OF REFERENCE:**

**Type of Procurement:** Goods/Services

**Mode of Procurement:** Small Value

**Deadline for Submission of Bids (Date and Time):** January 16, 2023 at 12:00PM

**PR No. :** 2024-00-0005 **End-User:** PMU **Total ABC:** 800,000.00

**Source of Fund:** Regular **Term of Payment:** Progress Billing upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

**NOTE: Please fill-out all fields.** **Delivery Requirements:** January to August, 2024

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
12	unit	Preventive Maintenance Service (PMS) of Motor Vehicle for CY-2024 (January to August, 2024)	800,000.00				
		<b>Motor Vehicle Plate No.</b>					
		Toyota Hi-Ace - SAB-8125					
		Toyota Hi-Ace - SAB-8124					
		Nissan Urvan - SAB - 8123					
		Honda CRV-SHX-873					
		Toyota Innova - OEV-25219					
		Mitsubishi Strada - OEV - 131204					
		Toyota Innova - SLA-624					
		Toyota Innova - SKP - 589					
		Toyota Hi-Lux - P4-B190					
		Nissan Navarra - SAB-8122					
		Toyota Hi-Lux - SAB-8148					
		Toyota Innova - SLC - 802					
		Please see attached Term of Reference and Details of Preventive Maintenance					

**NOTE:**

**Awarding: Awarding is per Lot**

**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) FRANCE JOSEPHINE C. BAUTISTA  
 Head, BAC Secretariat

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Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: \_\_\_\_\_

Posted by:

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished

**Please check the box for your mode of submission:**

Manual submission (through BSWM canvasser)

Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.