



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:**

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid )
- Revised Notarized Omnibus Sworn Statement (for total ABC above Php50K) validity within 3 months upon submission
- Latest ITR (for total ABC above Php500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTFRB (Franchise) for Vehicle Rental
- NFCC (Infra)

**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. : 2024-00-0011**

**End-User: PMS**

**Total ABC: 201,600.00**

**Source of Fund: Regular**

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

**Delivery Requirements:** January to December 31, 2024

**NOTE: Please fill-out all fields.**

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
2880	gallon	Supply and Delivery of Purified Drinking Water (January-December 2024)	70.00				
		5 gallon per container					
		approx. 60 gallons per week					
		a. The container must be round for mineral/purified water, high quality, made of 100% safe polycarbonate food-grade plastic or better, and commercial grade durability and usability.					
		b. Shall conform to the Standard Values prescribed under DOH Administrative Order No. 2017-0010 dated June 23, 2017 and other					
		c. Quarterly cleaning of water dispenser					
		d. Provision of 30 units of water dispenser					
		e. provision of gallon racks for proper storage (can hold at least 20 gallons)					
		<b>Delivery Schedule:</b>					
		Weekly					
		<b>Requirements:</b>					
		1. Must be in the business for at least two (2) years.					
		2. Copy of the license to operate in relation to the provision of bottled water from the Food and Drug Administration					
		3. Microbiological Examination (monthly) within 6 mos + TDS meter (1)					
		4. Physico-Chemical Test ( * every 6 mos)					
		<b>Payment:</b>					
		Progress Billing is allowed.					
<b>NOTE:</b>							
<b>Awarding: Awarding is per Lot</b>							

**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

\_\_\_\_\_  
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:

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

\_\_\_\_\_  
Signature over Printer Name

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
TIN Number

\_\_\_\_\_  
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.