



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 LTRFB (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): February 21, 2024 at 12:00PM

PR No. : 2024-0128,129,234,264	End-User: HIGHPEZ, LUPEZ, SCMD, WRMD	Total ABC: 550,200.00
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Source of Fund: Regular **Term of Payment:** Payment shall be made after delivery and upon the submission of documentary requirement per accounting and auditing

Delivery Requirements: **STRICTLY (stated date below)** (Note: Extension shall not be accepted/ entertained except on meritorious ground & Late delivery shall be liable for liquidation damages)

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		Provision for Promotional Materials					
		PR 2024-01-0128 - LUPEZ - Regular					
		Promotional Materials					
1	80	pcs					
		Customized Shirt, Dri-Fit Long Sleeves, Color Royal Blue, Clothing Material: Polyester (quick dry fabric), Sizes:	500.00				
		Small - 5 pcs					
		Medium - 20 pcs					
		Large - 30 pcs					
		XLarge - 15 pcs					
		2XL - 10 pcs					
		* Size of Logo/Font Size, Style					
2	80	pcs					
		Customized Tote Bag with Zipper (sublimation)	200.00				
		Product Description: 12 oz Heavy Canvass Standard Size Standard Length Web Handles Size: 15"W x 16"H 21" Web Handles (Cream Color comes with 21" self fabric handles) Imprint: 10"W s12"H Printing Method: Place of Delivery: BSWM-NSWRRDC LUPEZ, San Ildefonso, Bulacan Monday to Friday only (8:00am to 5:00pm) Delivery Schedule: 1st week of April 2024					
		PR 2024-01-0129 - HIGHPEZ - NSHP					
3	50	pcs					
		Customized Outdoor Bush Hat with Logo	650.00				
		See attached specs and logo with size Materials: Fabric; Quick Drying, dirt and water resistant nylon supplex material, and non-woven fabric inserts for shape retention. Printing Method: Heatpress					

			Delivery Schedule: 1st to 2nd week April 2024				
			Place of Delivery: BSWM-NSWRRDC HIGHPEZ, Dalawangan, Bukidnon				
			PR 2024-02-0234 - SCMD - GEF 6 (Trust)				
4	300	pcs	Canvas Tote Bag	500.00			
			Thick With Strap Color: Cream/Dirty White Measurement: 16" x 14" x3"				
5	300	pcs	Bush Hat	500.00			
			Adjustable Unisex Free Size Reversible (Color: Olive/Army Green) Materials: Thick Cotton and Polyester Fabric See Attached Layout Delivery Schedule: 30 Calendar Days				
			PR 2024-02-0267 - WRMD - Admin Regular				
6	462	pcs	Dry Fit Shirt	350.00			
			Material: 100% Polyester Fabric Thickness: not less than 145 gsm Best for designs that has multiple color that go seam to seam Fabric Options: Spandex, Pullmax Printing: sublimation Bidder to coordinate with the end-user prior submission of bids/quote and printing of shirt Delivery Schedule: 1st week of March 2024				
			NOTE: (see attached design for reference)				
			Awarding: Awarding is per line item basis				
			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