



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:**

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. **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): March 14, 2024 at 12:00PM**

**PR No. : 2024-03-0383**

**End-User: DO-Dormitory**

**Total ABC: 49,880.00**

**Source of Fund: RD-CFBW**

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

**Delivery Requirements:** ***STRICTLY** within (30 calendar days) upon receipt of PO (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	Bid	
			Unit Cost			Unit Price	Total Price
<b>Various Supplies and Materials</b>							
10	pack	Fabric conditioner 900m:	410.00				
30	pack	Detergent Powder	320.00				
		Classic Clean Sunrise Fresh Scent designed to Work with Semi-Automatic Washing Machines and While Hand Washing Tough Stain Removal					
10	gallon	Zonrox Bleach	220.00				
10	can	Furniture Polish: 330mL	400.00				
6	can	Dis-infectant Spray 400mL	510.00				
6	can	Air-Fresherner Spray 400mL	280.00				
6	can	Multi-Insect Killer Spray 600mL	330.00				
10	pair	Rubber Gloves Small pair/pack	200.00				
6	pc	Whisk Broom	250.00				
6	pc	Push Brush	220.00				
4	pack	<b>Scrubbing Pad</b> Scrub pad that can replace scrapers, steel wool, and metal sponges, wipe, absorbent 220mm x 140mm x 8mm	60.00				
6	roll	Garbage Bag 100 pcs/pack size: 9x9x20 in.	260.00				
6	roll	Garbage Bag 100 pcs/pack size: 15x15 in.	480.00				
8	gallon	Red Wax	870.00				
8	gallon	Emulsion Wax	850.00				
		Fast Drying Resist Dirt, Floor Scratches and heel marks					
<b>NOTE:</b>							
<b>Awarding: Awarding is per line item</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							

**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.