



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): August 17, 2023 at 12:00PM**

**PR No. : 2023-08- 04833**

**End-User: Personnel**

**Total ABC: 260,000.00**

**Source of Fund: STO-SADIP**

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

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

**Delivery Requirements: 15 Calendar Days upon receipt of PO**

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
1	lot	<b>LEASE-TO-OWN LAPTOP COMPUTER</b>	260,000.00				
		Monthly rate will be computed based on the delivery date until December 2023					
		Number of Unit : 2 @ 130,000/unit					
		<b>Technical Specifications</b>					
		Processor: i7-13th Gen					
		Storage: at least 512GB M.2 Pcle NVMe SSD					
		Memory: at least 16GB DDR5, 4800MHZ upgradable to 32GB using two so DIMM modules					
		GPU: at least 8GB dedicated					
		Screen size: atleast 15.6 inch					
		Display Type: IPS; at least 240Hz					
		OS: Windows 11 Pro					
		Brand new item					
		Includes laptop bag					
		<b>Warranty and After-Sales Support</b>					
		-1 year warranty on batteries starting on the start of lease					
		-1 year warranty on parts and labor on peripheral devices					
		-1-week warranty for unit replacement if found system defective					
		<b>Terms of Lease</b>					
		- The winning supplier shall turnover the 2 units of laptop to the BSWM with <b>Certificate of Ownership</b> after the lease period					
		-The winning supplier shall include free maintenance, repair, and or replacement of the unit/software/parts if found defective without <b>additional cost, during the lease period</b>					
		<b>Delivery terms</b>					
		- to be delivered by the winning supplier at the BSWM Central Office (free-of-charge)					
		<b>Billing and Payment</b>					
		- Payment shall be made on a monthly basis					
		- Cumulative billing may also be allowed					
		<b>Delivery Terms: 15 Calendar Days Upon receipt of PO</b>					
<b>NOTE:</b>							
<b>Awarding:</b>							

<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE:</b>	<i>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.</i>						

Reviewed by:

Procurement Coordinator  
Signature Over Printed Name

For the Bids and Awards Committee:

(Sgd) MARIA PERPETUA P. OCAMPO  
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.