



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): July 26, 2024 at 12:00 noon

PR No. : <u>2024-06-1050</u>	End-User: LSD	Total ABC: 30,000.00
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Source of Fund: PD1435

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

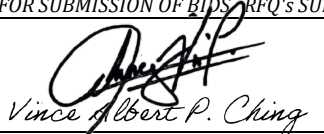
NOTE: Please fill-out all fields.

Delivery Requirements: *STRICTLY* within 60 Calendar Days upon receipt of P.O (Note: Extension shall not be accepted/ entertained except on meritorious ground & Late delivery shall be liable for liquidation damages)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		Training Expenses					
20	set	<i>Tokens for Resource Speakers</i>	1,500.00				
		Hard cover box pull out sliding drawer,					
		Specifications:					
		Dimension: 12" x 9" x 4"					
		Main color: #002366 : Royal blue (dark)					
		Design: With ribbon for pullout, With a customizable					
		Pull out sliding drawer size: 12" x 9"					
		Pull-out sliding drawer design: With partitions and					
		Executive pen, customized					
		Specifications:					
		Material: Stainless steel					
		Writing Instrument Form: Ballpoint Pen					
		Main color: #002366 : Royal blue (dark)					
		Secondary color: Silver					
		Writing ink color: Black					
		Fine Point: 1.0 mm					
		Dimension: Approximately 5.4" x 4.37" (as long as it fits in the box)					
		Design: With a clip design, clip easily on carrying case, pocket, notebook, etc., and with laser-engraved PD 1435 design. Refer to the attached design for details.					

	Executive Notebook, customized					
	Bucket Hat					
	Specifications:					
	Main color: #002366 : Royal blue (dark)					
	No. of leaves: 80-120 sheets					
	Paper Type: Cream/White Paper					
	Inside Pages Printed: Blank					
	Cover material: PU Leather (Hard Cover with lock)					
	Cover design: With laser-engraved logo (Bagong					
	Other feature: With ribbon bookmark (Color code:					
	Dimensions: 5.8" x 8.3" (A5 format)					
	Notebook paper quality: 70 gsm					
	Insulated Stainless Steel Travel mug with lid, customized					
	Body Material:					
	Vacuum Insulated Stainless Steel					
	Body Color: #002366 : Royal blue (dark)					
	Lock Color: Black					
	Other features: a silicone anti-slip bottom, a lid leak-proof seal ring, and a lid 180 degree flip double buckle					
	Dimensions: Approx. 6.62" X 3.46"					
	Size: Approx. 18 oz					
	Body design: With a customized logo (Bagong Pilipinas, BSWM, and PD 1435) Refer to the attached design for details.					
	Delivery Terms: 60 Calendar Days upon receipt of P.O					
	Place of Delivery: BSWM, Central Office, Quezon City					
	NOTE:					
	Awarding: Awarding is one contract					
	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:


 Vince Albert P. Ching
 Procurement Coordinator
 Signature Over Printed Name


For the Bids and Awards Committee:

FRANCE JOSEPHINE C. BAUTISTA
 Head, BAC Secretariat

 Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Posted by:


 (Sgd) GINA M. ALBERTO
 DBM-PhilGEPS Posted

Date of canvass: _____

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

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

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
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Telephone Number(s)	Address	Date Accomplished
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Please check the box for your mode of submission:

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

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