



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 SHOPPING A 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)

TERMS OF REFERENCE:							
Type of Procurement: Goods/Services							
Mode of Procurement: SHOPPING A							
Deadline for Submission of Bids (Date and Time): September 25, 2023 at 12:00PM							
PR No. : <u>2023-09-1469</u>		End-User: HIGHPEZ			Total ABC: 5,000.00		
Source of Fund: RD-REG-HIGHPEZ		Term of Payment: Upon completion of delivery and submission of documentary requirement as per accounting and auditing rules.					
NOTE: Please fill-out all fields.		Delivery Requirements: 30 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
ICT Supplies							
1	set	Inktrite chipless Refillable Ink Cartridge EPSON-WF-C5790	3,500.00				
1	set	Ink Cartridge Printer (Magenta, Black, Yellow,Blue) EPSON-WF-C5790	1,500.00				
Note: On-Site Delivery							
NSWRRDC-HIGHPEZ, Dalwangan, Malaybalay City, Bukidnon							
Awarding: Awarding is per Line item							
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.

