



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 B 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:							
<b>Type of Procurement: Goods/Services</b>							
<b>Mode of Procurement: Small Value</b>							
<b>Deadline for Submission of Bids (Date and Time): October 13, 2023 at 12:00PM</b>							
<b>PR No. : 2023-08- 1442</b>				<b>End-User: BGA</b>		<b>Total ABC: 3,000.00</b>	
<b>Source of Fund: Regular</b>				<b>Term of Payment:</b> Upon complete delivery and submission of documentary requirement per accounting and auditing rules.			
<b>NOTE: Please fill-out all fields.</b>				<b>Delivery Requirements: 30 Calendar Days upon receipt of PO</b>			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
15	pcs	Plastic Pail with lid to use for collecting food scrap in BSWM Rooms	200.00				
		- Heavy Duty Plastic Pail with Lid (10 ltr)					
		- With locking mechanism					
		- hand plastic					
		- with handle					
<b>NOTE:</b>							
<b>Awarding: Awarding is per Line</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE: DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE</b>							

Reviewed by:

Procurement Coordinator  
 Signature Over Printed Name

For the Bids and Awards Committee:

(Sgd) FRANCE JOSEPHINE C. BAUTISTA  
 Head, BAC Secretariat

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Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Posted by:

Date of canvass: \_\_\_\_\_

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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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.

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Signature over Printer Name

Name of Company

TIN Number

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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.