



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): October 13, 2023 at 12:00PM**

|                                      |                       |                             |
|--------------------------------------|-----------------------|-----------------------------|
| <b>PR No. :</b> <u>2023-08- 1633</u> | <b>End-User: SCMD</b> | <b>Total ABC: 48,000.00</b> |
|--------------------------------------|-----------------------|-----------------------------|

**Source of Fund: Manila Bay**

**Term of Payment:** Progress billing upon completion of service and submission 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) | Bid        |             |
|-----|------|--|-----------|---------------|---------------------------------------|------------|-------------|
|     |      |  | Unit Cost |               |                                       | Unit Price | Total Price |
|     |      | <b>Rents-Motor Vehicles</b>  |           |               |                                       |            |             |
| 2   | van  | <b>Vehicle Rental (3days)</b>  | 24,000.00 |               |                                       |            |             |
|     |      | Inclusive of driver meals and accommodation, fuel, toll fee, parking fees, and other fees Driver and vehicle must have all necessary papers as required by law.  |           |               |                                       |            |             |
|     |      | Details:   |           |               |                                       |            |             |
|     |      | Day 1: November 8, 2023  |           |               |                                       |            |             |
|     |      | Pick-up point from BSWM, Quezon City   |           |               |                                       |            |             |
|     |      | Itinerary: Nueva Ecija   |           |               |                                       |            |             |
|     |      | Day 2: November 9, 2023  |           |               |                                       |            |             |
|     |      | Itinerary: From Bataan to Nueva Ecija or vice versa  |           |               |                                       |            |             |
|     |      | Day 3: November 10, 2023   |           |               |                                       |            |             |
|     |      | Itinerary: Bataan/Nueva Ecija/ BSWM, QC  |           |               |                                       |            |             |
|     |      | The vehicle must be disinfected every after use.<br>Van (12-seater with head rest)<br>Service provider must issue letter or Certificate of Introduction at least 7 calendar days before the travel with the following details: Name of driver, documents of driver as requested by end-user, plate number of vehicle, insurance of vehicle.<br>Service provider shall coordinate with end-user at least 7 calendar days before the travel.<br>Schedule is subject to change by end-user not later than 3 calendar days before the scheduled travel.<br>Change of schedule by service provider will be subject to conforme of end-user. |           |               |                                       |            |             |
|     |      | <b>NOTE:</b>   |           |               |                                       |            |             |
|     |      | <b>Awarding:</b>   |           |               |                                       |            |             |
|     |      | <b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>   |           |               |                                       |            |             |
|     |      | <b>NOTE:</b> DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE   |           |               |                                       |            |             |

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.