



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): November 3, 2023 at 12:00PM							
PR No. : 2023-10-1755 & 1756 (Shopping B)			End-User: Budget		Total ABC: 14,500.00		
Source of Fund: NSHP			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: 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
PR 2023-10-1755							
5	ream	A3 Bond Paper	500.00				
6	box	Ballpen - Red Black and Blue 0.5mm ballpoint	250.00				
10	pcs	Stamp pad ink 801, 25ml, Black (15 x 2 x 2 cm)	150.00				
PR 2023-10-1756							
6	pcs	Extension Cord	1,500.00				
		> 6 Gang extension cord with individual switch and 5 meters wire					
		>Voltage Surge Protector (protects appliances from voltage spikes)					
		> 1 Neon Switch w/ Circuit Breaker (protects appliance from overload)					
		>6 Parallel Outlets w/ Grounding					
		>With line/noise filter					
		>Royal Cord # 16/3 (5 meters)					
		>Metal Casing: Powder-Coated					
		> 2500 Watts - # 16					
		> 93% Copper					
NOTE:							
Awarding: Awarding is per line							
NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES							
NOTE: 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:

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

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