



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 29, 2023 at 12:00PM		
PR No. :	2023-11-1865,1866 & 1955, 1956, 1958, 1959	End-User: Information, Cashier, BGA
		Total ABC: 156,540.00

Source of Fund: Regular	Term of Payment: Upon completion of delivery and submission of documentary requirement per accounting and auditing rules.
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NOTE: Please fill-out all fields.	Delivery Requirements: 30 Calendar Days upon receipts of PO
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Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
		PR 2023-11-1865 - Information					
5	pcs	Regular Microphone Stand Mount: No Mount Included Mic Mount Thread Size: 5/8"-27 Male Boom Arm Type: Fixed Length Maximum Height: 42"/1.1m Minimum Height: 25"/0.64m BaseType: Tripod Color: Black	2,500.00				
		PR 2023-11-1866 - Information					
1	pcs	Trolley Stand for the 86" Interactive Monitor VESA Compatible: 400 x 200- 900 x 600 Weight Capacity: Minimum of 265 lbs Orientation: Landscape Typical Screen Sizes: Ranging from 55 inch to 86 inch Swivel:360° Height Adjust: 45.37" (55")/32.95" (98")	49,900.00				
		PR 2023-11-1956 - Cashier					
2	pcs	Electric Calculator 12 Digits * Reprint Check Printing Calculator * 12 Digits * Large Display	5,000.00				
		PR 2023-11-1955 -BGA					
90	pcs	1 Whole Illustration Board 3 Ply (30 x 40in)	150.00				
19	pcs	Silicone Sealant Clear Tube (300ml)	350.00				
2	pcs	Silicone Sealant Gun Heavy Duty	300.00				
4	pcs	Cutting Mat A2	850.00				
4	pcs	Steel Straight Edge Ruler 1m	730.00				
5	pcs	Cutter Knife Heavy Duty	150.00				
4	pcs	Cutter Knife Blade Refill 10s	80.00				
		PR 2023-11-1958 - Cashier					
1	unit	Electric Typewriter * Type Carrier: Type Wheel/100 * Write power: 11 characters/sec * Scripture: 10/12/15	36,000.00				

		<ul style="list-style-type: none"> *Line Spacing: 11.5/2 * Number of Keys: 45, Max. * Paper width: 330mm *Max. Writing width: 229mm *Reprint:boldface, underline, word underline *Automatic paper feed *Search without replacement *Centering *Tabulators: Decimal tab *Correction Device: Lift-off *Manual Correction * Correction Memory: 90 characters *Automatic Correction:Character/Word/Manual *Text Memory: 128KB * Display: LCD * Size: 505 x 175 x 460mm 					
		PR 2023-11-1959 - Cashier					
1	pc	Paper Shredder, Heavy Duty	20,000.00				
		<ul style="list-style-type: none"> * Security Level: 2-3 * Shred Type: Strip Cut * Shred Size: 1/8" - 1/4" * Sheet Capacity: 10 or more *Shredder Speed: 17 ft./Min. - 22 ft./min. * Bin Size: 16-36 Gallon or more *Throat width: 10.25" - 15.25" * Can Shred: Papers, Papers Staples, Paper Clips, Credit Cards, CDs-DVDs 					
Note:							
Awarding: Award is per Line							
NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES							
NOTE:		<i>ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE</i>					

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.