



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:

- 1. Bidder shall read the instructions and fill all the blanks properly.
- 2. Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
- 3. Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
- 4. Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
- 5. If applicable, offered brand name and model shall be specified.
- 6. Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
- 7. 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 elctronically through procurement@bswm.da.gov.ph.**
- 8. Late Bids will not be accepted.
- 9. **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): December 6, 2023 at 12:00PM							
PR No. : 2023-11- 1903				End-User: DO		Total ABC: 19,400.00	
Source of Fund: Regular				Term of Payment: Upon complete /delivery services and submission of documentary requirement per accounting and auditing rules.			
NOTE: Please fill-out all fields.				Delivery Requirements: 15 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
3	pcs	Foldable Trolley Cart	2,300.00				
5	pcs	Metal Tray Desk Organizer 3 Layer	1,100.00				
1	pcs	Dish Rack Pure Stainless Cabinet Style	7,000.00				
		(see attached sample pictures)					
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

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

Canvasser (Signature over Printed Name)

Date of canvass:

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.

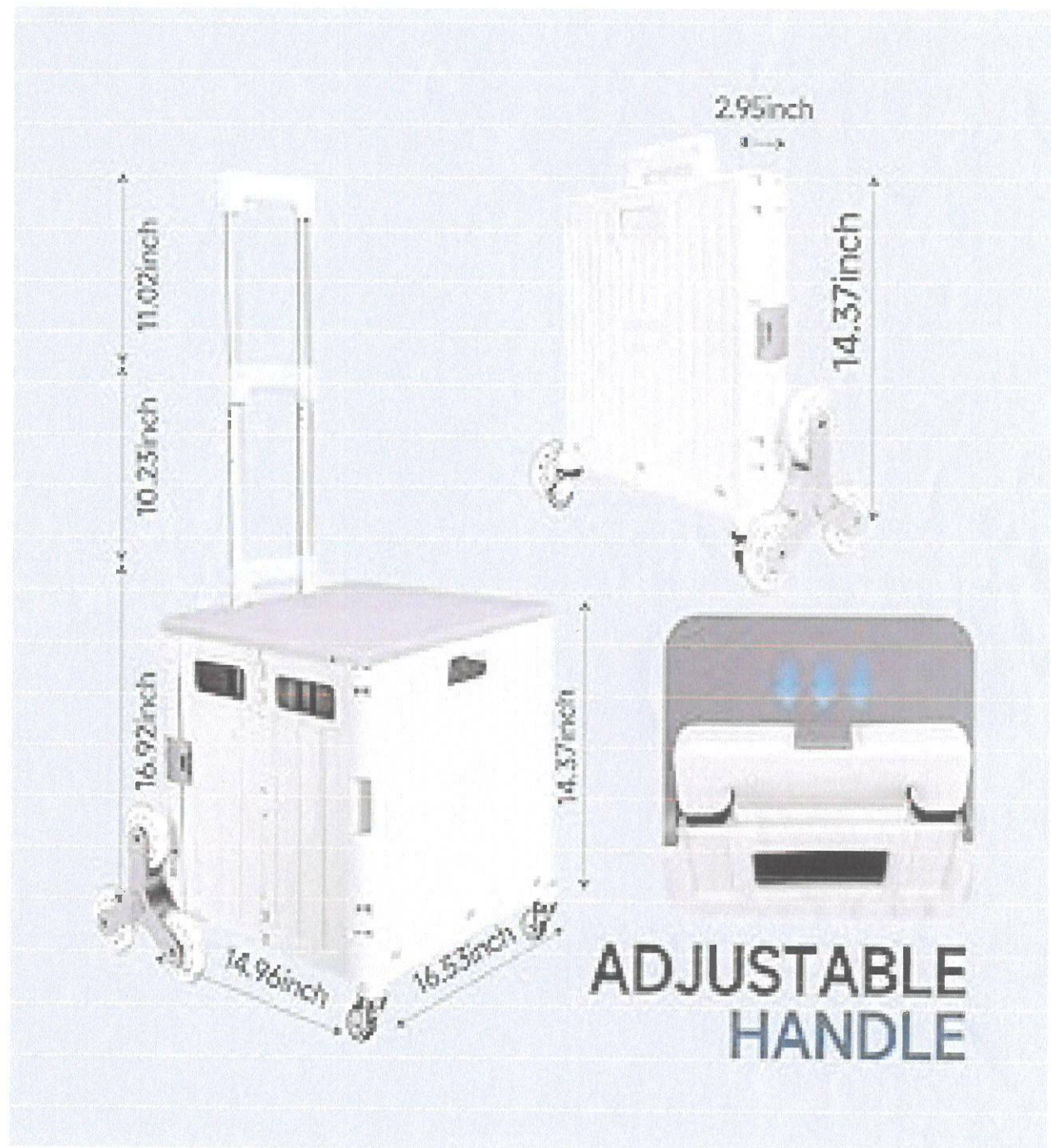
Signature over Printer Name	Name of Company	TIN Number
Telephone Number(s)	Address	Date Accomplished

Please check the box for your mode of submission:

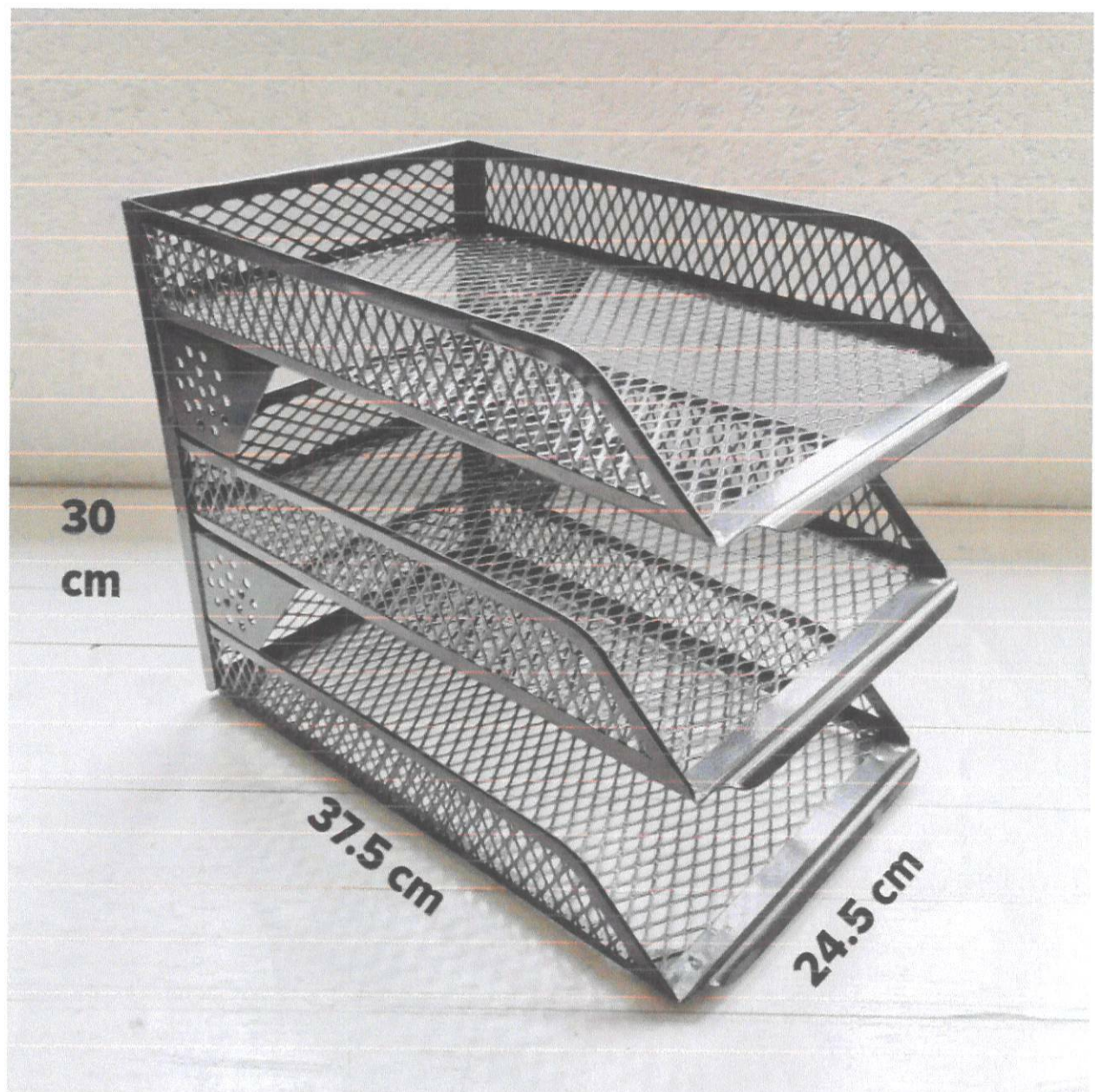
<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

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

Foldable Trolley Cart



Metal Tray Desk Organizer 3 Layer



Dish Rack Pure Stainless Cabinet Style



304 Pure stainless Big size 3 layer dishrack cabinet High quality stainless steel Product

size: LENGTH=

18" WIDTH=

12" HEIGHT= 34"