



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. : 2023-11-1954

End-User: PLANNING

Total ABC: 126,000.00

Source of Fund: Regular

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 PO

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
		INFORMATION					
2	unit	OFFICE TABLE - INFORMATION	15,000.00				
		Office Table Main Table-grey top and legs 1 pedestal beige, flush handle CSL Drawer Top MDR Frame 0CRCA Steel Sheets 150W x 70Dx75Hcm					
2	unit	ERGONOMIC OFFICE CHAIR	8,000.00				
		360-degree swivel functio, tilting mechanism, mesh backrest, pneumatic height and adjustable 300mm nylon base with polyurethane casters Range 8.5- 9 kgs, 12mm plywood for stronger seated frame, main material-metal, 100kg maximum weight capacity					
		PLANNING					
2	unit	5 LAYERS SWING DOOR CABINET	25,000.00				
		Specifications: Powder Coated Color: Beige Width: 90 cm - 100cm Dimension: 45cm - 55cm Height: 180cm - 190cm					
2	unit	2 LAYERS SLIDE DOOR CABINET	15,000.00				
		Specifications: Powder Coated Color: Beige Width: 90 cm - 100cm Dimension: 45cm - 55cm Height: 74cm - 190cm					
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:

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.