



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:

<b>Type of Procurement: Goods/Services</b>							
<b>Mode of Procurement: Small Value</b>							
<b>Deadline for Submission of Bids (Date and Time): December 4, 2023 at 12:00PM</b>							
<b>PR No. : 2023-11-1957</b>				<b>End-User: DO</b>		<b>Total ABC: 32,160.00</b>	
<b>Source of Fund: Regular</b>				<b>Term of Payment:</b> Upon completion of delivery and submission of documentary requirement per accounting and auditing rules.			
<b>NOTE: Please fill-out all fields.</b>				<b>Delivery Requirements: 30 Calendar Days upon receipt of PO</b>			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
24	pcs	Water Glass	265.00				
24	pcs	Plates	390.00				
24	pcs	Mug and Saucer	300.00				
4	pcs	Spoon and Fork with Knife	1,200.00				
24	pcs	Bowl	185.00				
<b>NOTE:</b>							
<b>Awarding: Awarding is per Line</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE: ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE</b>							

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

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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.**

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Signature over Printer Name

Name of Company

TIN Number

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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.