



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.: 2023-11-1985 & 1990
End-User: PMS & SURVEY & SCMD
Total ABC: 674,000.00
Source of Fund: Regular
Term of Payment: Upon completion of delivery and submission of documentary requirement per accounting and auditing rules.
Delivery Requirements: 30 calendar days upon receipts of PO
NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
		PR 1985 - Regular - SURVEY					
		Promotional Materials					
700	pcs	Polo Shirt (Drifit)	700.00				
		700 pcs/ @Php700 per pc					
		Sizes: S, M, L, XL, 2XL, 3XL					
		Print type: Sublimation					
		Design: Layout to follow					
		Note:					
		Supplier shall provide sample output to the enduser prior to the production subject for review and comments					
		Partial delivery is allowed; payment upon complete delivery of items					
		Delivery date: On or before December 15, 2023					
		PR 1990 - Regular - PMS					
120	pcs	Polo Shirt	750.00				
		65% cotton, 35% polyester, 2 button placket					
		flat knit collar and caps, short sleeves					
		Width: 4 inches					
		Height: 2 inches					
		Color: Black and White					
		Print type: Digital Embroidery logos					
		DA-BSWM BAC					
		Total-120					
		XS-4					
		S-12					
		M-41					
		L-30					
		XL-18					
		XXL-10					
		XXXL-5					
		* See attached Standard Size Memo					
120	pcs	Tumbler	700.00				
		Vacuum Insulated Stainless Steel Drinking Water Bottle with BSWM logo					
		Print Type: Submilation					
		800ml wide mouth w/ spout lid vacuum insulated stainless steel drinking water bottle					
		Stainless Steel					
		Double-wall vacuum insulation					

