



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
 SRDC Bldg., Elliptical Road corner Visayas Avenue,  
 Diliman, Quezon City

## 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 electronically through procurement@bswm.da.gov.ph.**
8. Late Bids will not be accepted.
9. The following documents shall be submitted not later than presentation for Award:

#### FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit

#### FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Latest ITR (for total ABC above PhP500K)

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

#### FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Revised Omnibus Sworn Statement (for total ABC above PhP50K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
- (7) Copy of LTFRB (Franchise) for Vehicle Rental

### TERMS OF REFERENCE:

<b>Type of Procurement:</b>	<b>Goods/Services</b> <input checked="" type="checkbox"/> <b>Infrastructure Project</b> <input type="checkbox"/> <b>Consulting Services</b> <input type="checkbox"/>
<b>Mode of Procurement:</b>	<b>Small Value</b>
<b>Deadline for Submission of Bids (Date and Time):</b>	<b>October 5, 2022 at 12:00PM</b>
<b>PR No.</b>	<b>2022-09- 1405,1402 &amp; 1403</b>
<b>End-User:</b>	<b>WRMD &amp; ACCTG Total ABC: 99,250.00</b>
<b>Source of Fund:</b>	<b>Regular, PAEF-OAP,NPAAAD/SEMLUR</b>
<b>Mode of Award:</b>	<b>Per Line</b> <input checked="" type="checkbox"/> <b>Per Lot</b> <input type="checkbox"/>
<b>Schedule of Delivery:</b>	<b>15 calendar days upon receipts of PO</b>
<b>Terms of Payment:</b>	<b>Upon Completion of Delivery</b>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Office Supplies</b>				
		<b>PR 2022-09-1405 - WRMD - Ins Various</b>				
20	pcs	<b>Data Folder Horizontal with Taglia Lock</b>	200.00			
		Material: Chipboard				
		Color: Red				
		Size: Legal				
		Layout: Horizontal Type				
15	pcs	<b>Magazine Box</b>	200.00			
		- Single File Holder				
		- No design				
		Layout: Horizontal Type				
		Dimension: 12 x 24 x 40cm				
		Color: Black, Red, Green				
		Material: Hardboard				
24	pcs	<b>Document Storage Box</b>	500.00			
		Storage box with lid for filing and organizing documents and accessories				
		- Matte finish thick chip board and Arlin bookbinding cover				
		Product Dimensions: 40x29x28.50cm				
		Color: Black				
20	pcs	<b>A3 Data Folder (horizontal)</b>	700.00			
		- Lever Arch				
		<b>PR 2022-09-1402 - ACCTG - Regular</b>				

300	pcs	<b>DATA FILE FOLDER</b>	150.00			
		Color: Black				
		Horizontal				
10	box	<b>PENCIL with Eraser</b>	200.00			
		No. 2				
15	pcs	<b>DATA FILE BOX</b>	200.00			
		Color: Black				
		Size: W10 x H9.5 x L 15"				
15	pcs	<b>SCISSORS</b>	100.00			
		Blade: 200Mm				
		Soft Grip Handle				
10	pcs	<b>PUNCHER</b>	250.00			
		Two Holes				
		Color: Black				
15	pcs	<b>STAPLER</b>	250.00			
		Heavyduty				
		<b>PR 2022-09-1403 - ACCTG - Regular</b>				
20	box	<b>BALL PEN</b>	250.00			
		Color: Black .05mm				
10	pcs	<b>MECHANICAL PENCIL</b>	350.00			
		.05mm				
		Weight: .011Kg				
		Height: 13.7cm				
		Length: 1.05mm				
		Width: 1.05mm				
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>						
<b>NOTE:</b>	ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE ACCEPTED.					

Reviewed by:

\_\_\_\_\_  
**Procurement Coordinator**  
**Signature Over Printed Name**

For the Bids and Awards Committee:

\_\_\_\_\_  
**(Sgd) DENISE A. SOLANO**  
**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:**

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

\_\_\_\_\_  
Signature over Printer Name

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
TIN Number

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Accomplished