



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:

- 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.
- The documentary requirements shall be submitted with the quotation. Non attachment is a ground for disqualification.**

#### FOR SHOPPING:

- PhilGEPS registration number or Certificate
- Mayor's Permit

#### FOR DIRECT CONTRACTING:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- 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:

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

#### TERMS OF REFERENCE:

<b>Type of Procurement:</b> Goods/Services <input type="checkbox"/> Structure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>
<b>Mode of Procurement:</b> Small Value
<b>Deadline for Submission of Bids (Date and Time):</b> October 12, 2022 at 12:00PM
<b>PR No.</b> <u>2022-10-1522 &amp; 1517</u> <b>End-User:</b> <u>SCMD/WRMD</u> <b>Total ABC:</b> <u>186,000.00</u>
<b>Source of Fund:</b> <u>R &amp; D Corn</u> <b>Schedule of Delivery:</b> <u>Actual Date of Event</u>
<b>Mode of Award:</b> Per Line <input type="checkbox"/> or Lot <input type="checkbox"/> <b>Terms of Payment:</b> <u>Upon Completion of Actual Service</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>PR 2022-10-1522 - SCMD - R &amp; D Corn</b>				
1	van	<b>Vehicle Rental</b>	38,000.00			
		Details:				
		Date: October 24 - 28, 2022				
		Pick-up point: BSWM Office, Q.C to Alfonso Lista, Ifugao (Vice Versa)				
1	van	<b>Vehicle Rental</b>	38,000.00			
		Details:				
		Date: November 14 - 18, 2022				
		Pick-up point: BSWM Office, Q.C to Ilagan City, Isabela (Vice Versa)				
1	van	<b>Vehicle Rental</b>	45,000.00			
		Details:				
		Date: November 7 - 11, 2022				
		Pick-up point: BSWM Office, Q.C to Ilagan City, Isabela (Vice Versa)				
1	van	<b>Vehicle Rental (On-Site)</b>	25,000.00			
		Details:				
		Day 1 November 7, 2022				
		Pick-up point: brgy. Del Rosario (SWAC Office, DA RFO V), Naga, Camarines Sur to Sagñay, Camarines Sur				
		Day 2 November 8, 2022				
		Sagñay town proper to Brgy. Minadonghol, Camarines Sur (Vice Versa)				
		Date: November 9-10, 2022				
		Day 3-4: Sagñay town proper to Barangay Kilamaon, Camarines Sur (Vice Versa)				
		November 11, 2022				
		Day 5: Sagñay town proper to Brgy. Del Rosario (SWAC Office, DA RFO V) Camarines Sur				

		<b>Other Specifications</b> Inclusion of driver meals and accommodation, fuel, toll fee, parking fees and other fees that may apply (RT-PCR) Driver and vehicle must have all necessary papers as required by the IATF such as IATF ID, travel pass, franchise, vaccination card, etc. Seating capacity within maximum passenger per IATF allowed with physical distancing and must have headrest. The vehicle must be disinfected every after use				
		<b>Terms and Conditions:</b>				
		1. Rate includes fuel and applicable toll fee (to be shouldered by the winning service provider) 2. Includes 1 round trip Pick-up and drop-off to-and-from BSWM, Quezon City (Shuttle to site at the start of fieldwork and shuttle back to the BSWM at the end of fieldwork) 3. Non-consumption of travel day/s due to unforeseen circumstances (i.e/ safety, health, security concerns) should not be chargeable to the end user (actual billing may be allowed) 4. Driver must be knowledgeable on local road network and practical access routed (i.e shortcuts, must accesible and most convinient to the passenger) 5. Change in travel schedule shall be allowed within at least 2 days and upon arrangement with the project management staff and must also conform with the above terms and condition <b>PR 2022-10-1517 - WRMD - RICE ESETS</b>				
1	unit	<b>Vehicle Rental for the conduct of Training on Soil Rehabilitation/Balance Fertilization</b>	40,000.00			
		Route: BSWM to Quezon City to Cabarroguis, Quirino and Vice Versa				
		Date: October 24 - 28, 2022				
		Other Specifications				
		Minimum of 3 seater with allowed physical distancing Fully air conditioned vehicle Inclusive of driver meals and accommodation, fuel, toll fees and parking fees and other fees that may apply Driver and vehicle must have all necessary papers as required by the IATF such as travel pass, franchise, etc. Vehicle must be disenfect every after use.				
		<b>Award is per Line</b> Supplier shall issue Letter or Certificate of introduction at least 7 calendar days before event with the following details: Name of driver, documents of driver as requested by Enduser, plate number of vehicle, insurance of vehicle. Supplier shall coordinate with end-user of event at least 7 calendar days before event Schedule is subject to change by End-user not later than 3 calendar days before scheduled event Change of schedule by Supplier will be subject to conforme of End-user. Payment is after every completed of service (Progress Billing)				
<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.						

**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