



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:

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

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 PhP500K)
- (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 LTRFB Franchise (for Vehicle Rental)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>
Mode of Procurement: Small Value
Deadline for Submission of Bids (Date and Time): November 14, 2022 at 12:00PM
PR No. <u>2022-11- 1678</u> End-User: <u>WRMD</u> Total ABC: 60,000.00
Source of Fund: <u>Rice Esets</u> Schedule of Delivery: Actual Date of Event
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/> Terms of Payment: <u>Upon Completion of Actual Service</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
3	units	Vehicle Rental For the conduct of SWISA Phil. Inc Board of Trustees Year End Meeting and Planning Workshop (Pick-up and Drop Off)	20,000/unit			
		Route 1: BSWM, Q.C to Muñoz, Nueva Ecija				
		Date: November 22, 2022				
		Route 2: Muñoz, Nueva Ecija to adjacent site to BSWM, Q.C				
		Date: November 25, 2022				
		Other Specifications				
		Van with minimum of 10 seater Fully air conditioned vehicle Inclusive of driver meals and accommodation, toll fees, fuel, 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, medical certificate, Valid License , etc. Vehicle must be disinfected every after use.				
		Award is per Line 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)				

NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES

NOTE: 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