



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.
- 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 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 LTFRB (Franchise) for Vehicle Rental

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

**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 <input type="checkbox"/>
<b>Deadline for Submission of Bids (Date and Time):</b> November 7, 2022 at 12:00PM
<b>PR No.</b> 2022-10- 1621 <b>End-User:</b> PMS <b>Total ABC:</b> 210,000.00
<b>Source of Fund:</b> Regular <b>Schedule of Delivery:</b> 30 calendar days upon receipts of final layout of design
<b>Mode of Award:</b> Per Line <input type="checkbox"/> Lot <input type="checkbox"/> <b>Terms of Payment:</b> Upon Completion of Delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
700	pcs	Procurement of Desktop Calendar with the following specification: 2023	300.00			
		Stock Cover: C2s # 120				
		Pasterboard # 30				
		Color: 4/4				
		No. of Leaves: 14 Leaves				
		Binding: Wire-0				
		Size: 6 x 8.5 leaves with standee				
		Stock Inside: C2s # 220				
		Color: 4/4 color				
		Process: Cover - Matte Spot U-V				

**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.

Reviewed by:

Procurement Coordinator  
 Signature Over Printed Name

**For the Bids and Awards Committee:**

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**(Sgd) DENISE A. SOLANO**  
**Head, BAC Secretariat**

**DBM-PhilGEPS Posted**

**Posted by:**

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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**Canvasser (Signature over Printed Name)**

**Date of canvass:** \_\_\_\_\_

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**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.

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished