



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 charge 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 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 SMALL VALUE PROCUREMENT:

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

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

TERMS OF REFERENCE:

Type of Procurement: Goods/Services Infrastructure Project Consulting Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): November 28, 2022 at 12:00PM

PR No. 2022- 11 - 1730 End-User: WRMD Total ABC:

Schedule of Delivery: 15 Calendar days upon re-
Purchase Order

Source of Fund: Regular Fund

Mode of Award: Per Line or Lot Terms of Payment: Upon completion of delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	B
			Unit Cost		Unit Price
		Various Supplies for the BSWM-ASP Activity for FY 2022			
35	pc	Certificate Holder	250.00		
		2-fold; Short Hinge in Landscape Orientation			
		Size: 11.5 x 9 inches			
		Can hold a letter size certificate and photo			
		Green color with BSWM logo in the middle			
15	pc	Certificate Holder	250.00		
		2-fold; Long Hinge in Portrait Orientation			
		Size: 11.5 x 9 inches			
		Can hold a letter size certificate and photo			
		Green color with BSWM logo in the middle			
20	pack	Specialty Bond Paper	50.00		
		Matter; Letter Size (8.5" x 11"); 200gsm; color; white; 10 sheets/pack			
10	pack	Photo Paper	100.00		
		Matter Photo Paper; A4 Size; 200gsm; 5760 dpi; 20 sheets/pack			

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 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

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

Canvasser (Signature over Printed Name)

Date of canvass: _____

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 and/or deliver all awarded items in conformity with specifications and schedule of delivery.

Signature over Printer Name	Name of Company	TIN Number
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Telephone Number(s)	Address	Date Accomplished
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BSWM, SRDC

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14,500.00
Receipt of
bid
Total Price

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9266137
Procuring Entity BUREAU OF SOILS AND WATER MANAGEMENT
Title Office Supplies
Area of Delivery Metro Manila

Solicitation Number:	BSWM PR 2022-11-1730	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	23/11/2022
Approved Budget for the Contract:	PHP 14,500.00	Last Updated / Time	22/11/2022 16:11 PM
Delivery Period:	15 Day/s	Closing Date / Time	28/11/2022 12:00 PM
Client Agency:			
Contact Person:	Gina Marzan Alberto Administrative Officer II SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman Quezon City Metro Manila Philippines 1101 63-2-9230420 63-2-3528012 procurement@bswm.da.gov.ph		

Description

Various Supplies for the BSWM-ASP Activity for FY 2022
 35 pc Certificate Holder
 2-fold; Short Hinge in Landscape Orientation
 Size: 11.5 x 9 inches
 Can hold a letter size certificate and photo
 Green color with BSWM logo in the middle
 15 pc Certificate Holder
 2-fold; Long Hinge in Portrait Orientation
 Size: 11.5 x 9 inches
 Can hold a letter size certificate and photo
 Green color with BSWM logo in the middle
 20 pack Specialty Board Paper
 Matte; Letter Size (8.5" x 11"); 200gsm; color; white; 10 sheets/pack
 10 pack Photo Paper
 Matte Photo Paper; A4 Size; 200gsm; 5760 dpi; 20 sheets/pack

Enduser: WRMD
 Deadline for submission of bids: November 28, 2022 at 12:00PM

Please attach/submit the following documents with your quotation: copy of (1) PHILGEPS registration number or certificate; (2) mayor's permit, (3) Updated Ommibus Sworn Statement for ABC above Php 50K; (4) Latest Income/Business tax return for ABC above 500K; (5) PCAB License for Infrastructure Project; and (6) Curriculum Vitae and/or Professional License for Consulting Services.
 The Bureau of Soils and Water Management (BSWM) invites interested parties to bid/quote for the above listed

item/s.

Kindly submit your quotation for the purchase of the above requirement, (indicating our Solicitation Number) address to ENGR. EDUARDO V. ALBERTO, BAC Chairperson.

The drop box for your Bids/Quotations is located at the BSWM Lobby.

The BSWM reserves the right to reject any or all bids to declare the bidding a failure or waive any or all information or to award such bids to the supplier whose bid is considered most advantageous to the government.

Created by Gina Marzan Alberto

Date Created 22/11/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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