



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:

Type of Procurement: Goods/Services <input type="checkbox"/> Structure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>
Mode of Procurement: Small Value <input type="checkbox"/>
Deadline for Submission of Bids (Date and Time): January 23, 2023 at 12:00PM
PR No. 2023-00- 018
End-User: WRMD Total ABC: 225,000.00
Schedule of Delivery: 15 calendar days upon receipts of PO
Source of Fund: INS-Various
Mode of Award: Per Line <input type="checkbox"/> Lot <input type="checkbox"/>
Terms of Payment: Upon Completion of Delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
10	units	Preventive Maintenance of Photocopier	22,500.00			
		Model: HP E87640				
		Inclusive of 10,000 pages per unit-month (black) Rate per excess copy with max price of Php 1.50/copy				
		Inclusive of 1,000 pages per unit-month (colored) Rate per excess copy with max price of Php 7.50/copy				
		with 2% spoilage Inclusive of consumable and parts, except copy paper				
		Unlimited Training				
		Free Training and Services				
		With monthly preventive maintenance/check-up				
		Duration: March to December 2023				

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:

(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 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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9408165
Procuring Entity BUREAU OF SOILS AND WATER MANAGEMENT
Title Procurement of Preventive Maintenance for Photocopier
Area of Delivery Metro Manila

Solicitation Number:	BSWM PR 2023- 00 - 018	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	General Repair and Maintenance Services	Date Published	17/01/2023
Approved Budget for the Contract:	PHP 225,000.00	Last Updated / Time	16/01/2023 16:02 PM
Delivery Period:	10 Month/s	Closing Date / Time	23/01/2023 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

10 units Preventive Maintenance of Photocopier
 Model: HP E87640
 Inclusive of 10,000 pages per unit-month (black) Rate per excess copy with max price of Php 1.50/copy
 Inclusive of 1,000 pages per unit-month (colored) Rate per excess copy with max price of Php 7.50/copy
 "with 2% spoilage
 Inclusive of consumable and parts, except copy paper"
 Unlimited Training
 Free Training and Services
 With monthly preventive maintenance/check-up
 Duration: March to December 2023

 Enduser: WRMD
 Deadline for submission of bids: January 23 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 16/01/2023

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.