



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 LTFRB 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): February 6, 2023 at 12:00PM	
PR No. 2023-01- 0193,193, 183 (Shopping B)	End-User: <u>HighPez.</u> Total ABC: 35,300.00 Budget
Source of Fund: <u>INS Various (FY 2022cont & 2023)</u>	Schedule of Delivery: 15 Calendar Day upon receipt of PO
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>	Terms of Payment: <u>Upon Completion of Delivery</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
Office Supplies (Shopping B)						
PR 2023-01-0193 - Bukidnon - RD- Reg-HighPEz						
50	ream	Paper, Multi-Purpose (COPY) A4, 70 gsm	270.00			
15	ream	Paper, Multi-Purpose (COPY) Legal, 70 gsm	290.00			
Note: Delivery On-Site (Dalwangan, Malaybalay City, Bukidnon)						
PR 2023-01-0192 - Bukidnon - RD- MAR-HighPEz						
30	ream	Paper, Multi-Purpose (COPY) A4, 70 gsm	270.00			
15	ream	Paper, Multi-Purpose (COPY) Legal, 70 gsm	290.00			
Note: Delivery On-Site (Dalwangan, Malaybalay City,						
PR 2023-01-0183 - Budget - Regular Fund						
Office Supplies						
20	pcs	Refill Ink for Self-Inking Stamps, 10ml, purple/violet	250.00			
Note: Delivery BSWM, Quezon City						

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:

For the Bids and Awards Committee:

(Sgd) MARIA PERPETUA P. OCAMPO
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



PHILGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9438294
Procuring Entity BUREAU OF SOILS AND WATER MANAGEMENT
Title Procurement of Office Supplies (Shopping A & B)
Area of Delivery Metro Manila

Solicitation Number: BSWM PR 2023-01-0193, 192,183 (Office Supplies Sho	Status	In-Preparation
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	31/01/2023
Approved Budget for the Contract: PHP 35,300.00	Last Updated / Time	30/01/2023 14:34 PM
Delivery Period: 15 Day/s	Closing Date / Time	06/02/2023 00:00 AM
Client Agency:		
Contact Person: Gina Marzan Alberto Administrative Officer II SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman Quezon City Metro Manila Philippines 1101 63-2-82732474 Ext.3218 procurement@bswm.da.gov.ph		

Description

Office Supplies (Shopping B)
 PR 2023-01-0193 - Bukidnon - RD- Reg-HighPEz
 50 ream Paper, Multi-Purpose (COPY) A4, 70 gsm
 15 ream Paper, Multi-Purpose (COPY) Legal, 70 gsm

Note: Delivery On-Site (Dalwangan, Malaybalay City, Bukidnon)

PR 2023-01-0192 - Bukidnon - RD- MAR-HighPEz
 30 ream Paper, Multi-Purpose (COPY) A4, 70 gsm
 15 ream Paper, Multi-Purpose (COPY) Legal, 70 gsm

Note: Delivery On-Site (Dalwangan, Malaybalay City, Bukidnon)

PR 2023-01-0183 - Budget - Regular Fund
 Office Supplies
 20 pcs Refill Ink for Self-Inking Stamps, 10ml, purple/violet

Note: Delivery BSWM, Quezon City

Enduser: HIGHPEZ, BUDGET
 Deadline for submission of bids: February 6, 2023 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 30/01/2023

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.

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