



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.
- Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

#### 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 **Notarized 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**

**Mode of Procurement: Small Value**

**Deadline for Submission of Bids (Date and Time): March 20, 2023 at 12:00PM**

**PR No. 2023-03- 0386** **End-User: LUPEZ** **Total ABC: 12,800.00**

**Source of Fund: Regular Fund**

**Terms of Payment: Progress Billing for every complete delivery per week and submission of documentary requirement per accounting and auditing rules**

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
320	Contrainer	<b>Supply and Delivery of Purified Drinking Water (March -December 2023)</b>	40.00			
		5 Gallon per container				
		203 gallons per month				
		a. The container must be round for mineral/purified water, high quality, made of 100% safe polycarbonate food-grade plastic or better; and commercial grade durability and usability.				
		b. Shall conform to the standard Values prescribed under DOH Administrative Order No. 2017-0010 dated June 23, 2017 and other related issuances (if any)				
		<b>Requirements:</b>				
		1. Must be in the business for at least two (2) years.				
		2. Copy of the license to operate in relation to the provision of bottled water from the Food and Drug Administration				

		3. Microbiological Examination				
		4. Physico-Chemical Test				
		Payment:				
		Progress Billing-Every Complete Delivery per week				
		<b>Delivery Schedule:</b>				
		Weekly (Mondays) 8:00AM to 5:00PM				
		Place of Delivery				
		BSWM_NSWRRDC LUPEZ, San Ildefonso, Bulacan				
<b>NOTE:</b>						
<b>Awarding: Awarding is per line</b>						
<b>Delivery of Requirement : 30 Calendar days upon receipt of PO</b>						
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>						
<b>NOTE:</b>	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:

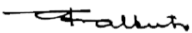
  
\_\_\_\_\_  
**MARIA PERPETUA P. OCAMPO**  
**Head, BAC Secretariat**

\_\_\_\_\_  
**Canvasser (Signature over Printed Name)**

DBM-PhilGEPS Posted

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

Posted by:

  
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

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.