



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): April 4, 2023 at 12:00PM

PR No. 2023-03- 0458,457 & 566 **End-User: WRMD/HIGHPEZ/LS D** **Total ABC: 75,000.00**

Source of Fund: Rice Essets, RD-LTR Highpez

Terms of Payment: Upon complete delivery 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
		PR 2023-03-0457 -WRMD - Rice Essets				
1	pc	Office Shredder Machine	15,000.00			
		Description: Paper Shredder				
		Size & Spec: Shred Capacity: 16 sheets; Shred size: 4 x 40mm; security level: 4				
		Specs 1: Can Shred: CD/DVD, Paper, Card Paper, Clip, Staple				
		Specs 2: Continuous run time: 30 min				
		Specs 3: Bin Capacity: 31L				
		Specs 4: Machine noise: 58dB				
		Specs 5: Machine power: 240W				
		Specs 6: 390 x30x615mm				
		Sales Point 1: German Level 4 confidentiality				
		Sales Point 2: Nitride Steel Knife, Sharp and durable				
		Specs Point 3: Intelligent induction, Overheat protection, Stop protection, Auto Reverse				
		Sales Point 4: 31L Visible Paper Bucket				
		PR 2023-03-0458 -WRMD - Rice Essets				
1	pc	Office Shredder Machine	15,000.00			
		Description: Paper Shredder				
		Size & Spec: Shred Capacity: 16 sheets; Shred size: 4 x 40mm; security level: 4				
		Specs 1: Can Shred: CD/DVD, Paper, Card Paper, Clip, Staple				
		Specs 2: Continuous run time: 30 min				
		Specs 3: Bin Capacity: 31L				
		Specs 4: Machine noise: 58dB				
		Specs 5: Machine power: 240W				

		Specs 6: 390 x30x615mm			
		Sales Point 1: German Level 4 confidentiality			
		Sales Point 2: Nitride Steel Knife, Sharp and durable			
		Specs Point 3: Intelligent induction, Overheat protection, Stop protection, Auto Reverse			
		Sales Point 4: 31L Visible Paper Bucket			
		PR 2023-03-0566 -LSD - NSHP			
3	pc	Office Shredder Machine	15,000.00		
		Description: Paper Shredder			
		Size & Spec: Shred Capacity: 16 sheets; Shred size: 4 x 40mm; security level: 4			
		Specs 1: Can Shred: CD/DVD, Paper, Card Paper, Clip, Staple			
		Specs 2: Continuous run time: 30 min			
		Specs 3: Bin Capacity: 31L			
		Specs 4: Machine noise: 58dB			
		Specs 5: Machine power: 240W			
		Specs 6: 390 x30x615mm			
		Sales Point 1: German Level 4 confidentiality			
		Sales Point 2: Nitride Steel Knife, Sharp and durable			
		Specs Point 3: Intelligent induction, Overheat protection, Stop protection, Auto Reverse			
		Sales Point 4: 31L Visible Paper Bucket			
NOTE:					
Awarding: Awarding is per line					
Delivery Requirement/s : 30 Calendar days upon receipt of PO					
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:



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.

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