



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 (Line of business should at the very least be similar to the project to be Bid )

#### FOR DIRECT CONTRACTING:

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid )
- Latest ITR (for total ABC above PhP500K)

#### FOR SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid )
- 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)

#### 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 19, 2023 at 12:00PM**

**PR No. 2023-03-0459** **End-User: LABORATORY** **Total ABC: 135,500.00**

**Source of Fund: NSHP**

**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
		<b>Office Equipment</b>				
1	Unit	<b>Refrigerator</b>	18,000.00			
		- Two Door				
		- Light Bulb in Ref Section				
		- At least 7.6 Cu. Ft				
		- Non-Inverter				
2	unit	<b>Kitchen UV Sterilizer</b>	15,000.00			
		- 2.3 Cubic Feet				
		- Upper Cabinet: 65°C Heating Temperature				
		- Lower Cabinet: 65°C Heating Temperature				
1	unit	<b>Coffee Grinder</b>	7,000.00			
		- Grind Setting must have Espresso fine, Aeropress fine, Moka pots medium fine, Drip Coffee Medium and Siphone medium Coarse				
		Volume:				
		- Grams: up to 10g				
		- Cups: up to 10 cups				
2	unit	<b>Coffee Maker</b>	5,000.00			
		- Material (Coffee Server): Stainless				
		- Capacity: must be 0.7L to 1L				
1	unit	<b>Oven Toaster</b>	5,000.00			

		-23 Liter			
		- 100-250°C Temperature Control			
		- Stainless Steel Heating Elements			
1	unit	<b>Electric Kettle</b>	5,000.00		
		- Insulated			
		- 1.5 L			
1	unit	<b>Air Humidifier</b>	8,000.00		
		- 4.5L Large Capacity Water Tank			
		- Patented Silent Electric Water Valve, Noise ≤ 38dB			
		- Ceramic Core High Frequency Atomization System			
		- Humidification: 300±50mL/h			
2	unit	<b>Laminating Machine, Heavy Duty, A3 Size</b>	7,500.00		
		- Maximum Binding Length: 30mm			
		- Has Hot/Cold/Reverse Function			
3	unit	<b>Comb Binding Machine, Legal Size</b>	12,500.00		
		Suitable Paper Size: Legal			
		Punching Capacity: 15 sheets Legal Size 80g Paper			
		Binding Capacity: 200 sheets legal size			
		Suitable Accessories: Comb Binding Ring and Press Strip			
<b>NOTE:</b>					
<b>Awarding: Awarding is per line</b>					
<b>Delivery Requirement/s : 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:

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Procurement Coordinator  
Signature Over Printed Name

For the Bids and Awards Committee:

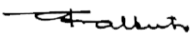


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MARIA PERPETUA P. OCAMPO  
Head, BAC Secretariat

DBM-PhilGEPS Posted

Posted by:



GINA M. ALBERTO  
DBM-PhilGEPS Posted

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Canvasser (Signature over Printed Name)

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

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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.

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished

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