



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 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) validity within 3 months upon submission
- 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
- NFCC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services		
Mode of Procurement: Small Value		
Deadline for Submission of Bids (Date and Time): July 24, 2023 at 12:00PM		
PR No. :	2023-03- 01129,1130 & 0993	End-User: PMS/ALMED/Accounting/SWRRD
		Total ABC: 320,800.00

Source of Fund: Regular

Term of Payment: Upon complete delivery and submission of documentary requirement per accounting and auditing rules.

NOTE: Please fill-out all fields.

Delivery Requirements: 30 Calendar Days upon receipt of PO

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		PMS-Regular (PPMP 554-BUPPMP 519-CAF 221)					
27	pcs	HP 680 Black	600.00				
27	pcs	HP 680 Tricolor	600.00				
		ALMED -NSHP (PPMP-500-BUPPMP 490-CAF 157)					
15	pcs	HP 678 Cartridge Black	600.00				
15	pcs	HP 678 Cartridge Colored	600.00				
37	pcs	HP 680 Cartridge Black	600.00				
37	pcs	HP 680 Cartridge Colored	600.00				
11	pcs	HP 704 Cartridge Black	600.00				
11	pcs	HP 704 Cartridge Colored	600.00				
		ACCTG PR-1130-PPMP 0625- BUPPMP 580 CAF 299					
12	pcs	EPSON INKS WF C5790/C5290 Ink Pack/Black STD (3000 Pages Yield) CT13T98100	5,000.00				
7	pcs	WF C5790/C5290 Ink Pack/Cyan STD (3000 Pages Yield) CT13T98100	6,000.00				
7	pcs	WF C5790/C5290 Ink Pack/Magenta STD (3000 Pages Yield) CT13T98300	6,000.00				
7	pcs	WF C5790/C5290 Ink Pack/Yellow STD (3000 Pages Yield) CT13T98400	6,000.00				
		BROTHER Inks					
		BT5000					
5	pcs	Magenta	500.00				
5	pcs	Yellow	500.00				

5	pcs	Cyan	500.00				
10	pcs	BTD60 (Black)	700.00				
SWRRD PR-993-PPMP 615- BUPPMP 564 CAF 284							
ICT Supplies							
6	Cart	Canon PG 47 (Black) Ink Cartridge	1,350.00				
6	Cart	Canon CL-57 Colored Ink Cartridge	700.00				
NOTE:							
Awarding: Awarding is per Line item							
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) 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:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished

Please check the box for your mode of submission:

Manual submission (through BSWM canvasser)
 Email/ BSWM Drop Box

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