



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 22, 2023 at 12:00PM**

**PR No. 2023-03- 0400, 414 (Consolidated Vehicle Rental)** **End-User: OAP, ALMED.** **Total ABC: 804,000.00**

**Source of Fund: PAEF OAP, Regular Fund, NSHP**

**Term of Payment: Progress Billing upon completion of actual services render 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>PR 2023-03-0414 - CPIT - PAEF-OAP</b>				
1	unit	<b>Vehicle Rental</b>	132,000.00			
		<b>For the Conduct of Inspection of CFBW</b>				
		Area: Province of Zamboanga del Sur				
		Date: April 10-22, 2023				
		For 11 days @ Php 12,000/day				
1	unit	<b>Vehicle Rental</b>	108,000.00			
		Area: Province of Zamboanga del Sur, Zamboanga Sibugay and Basilan				
		Date: April 11-21, 2023				
		For 9 days @ Php 12,000/day				
1	unit	<b>Vehicle Rental</b>	108,000.00			
		Area: Province of Zamboanga del Norte				
		Date: April 11-21, 2023				
		For 9 days @ Php 12,000/day				

		<b>Inclusion:</b>				
		Fully airconditioned vehicle				
		Inclusive of driver meals and accommodation, fuel, toll fee and other fees that may apply				
		Driver and vehicle must have all necessary documents as required by the IATF such as travel pass, LTO franchise, authority to operate, etc.				
		Professional driver with driver's license				
		Maximum of 8 passengers				
		* Please see attached list of municipalities/sites to be visited per area				
		<b>PR 400 - SURVEY - LFP-NSHP</b>				
3	units	<b>Title of Activity: Fieldwork activities of the "National Soil Health Program (NSHP)"</b>	360,000.00			
		Type of vehicle: Van				
		No. of units: 3 units				
		No. of days: 15 days				
		<b>Any points in Zambales Province</b>				
		<b>Travel dates: April 10-28, 2023 (weekdays only)</b>				
		Rate: Php8000/day/unit @ 3 units for 15 days				
1	unit	<b><u>Technical Briefing and Capacity Building on Adaptive Balanced Fertilization Management (AFBM)</u></b>	48,000.00			
		Type of vehicle: Van				
		No. of units: 1 unit				
		No. of days: 8 days				
		<b>Alcala, Cagayan Province</b>				
		<b>Travel dates: April 12-21, 2023</b>				
		Rate: Php6000/day/unit for 8 days				
1	unit	<b><u>Technical Briefing and Capacity Building on Adaptive Balanced Fertilization Management (AFBM)</u></b>	48,000.00			
		Type of vehicle: Van				
		No. of units: 1 unit				
		No. of days: 8 days				
		<b>Calintaan, Occidental Mindoro Province</b>				
		<b>Travel dates: April 12-21, 2023</b>				
		Rate: Php6000/day/unit for 8 days				
		<b>Terms and conditions</b>				
		1. Fuel and applicable toll fees consumption to be shouldered by the winning service provider				
		2. Includes 1 roundtrip Pick-up and Drop off to-and-from BSWM Quezon City				
		3. Maximum 2 person per row for social distancing in accordance with IATF Guidelines				
		4. Non-consumption of travel day/s due to unforeseen circumstances (i.e. safety, health, security concerns) should not be chargeable to the enduser (actual billing may be allowed)				
		5. Driver must be knowledgeable on local road networks and practical access routes to aid the field implementation team during actual field validation				
		6. Change in travel schedule shall be allowed within atleast 2 days and upon arrangement with the project management staff and must also conform with the above terms and condition				
		<b>NOTE:</b>				
		<b>Awarding: Awarding is per line-item basis</b>				
		<b>Delivery Requirement/s : Actual Date of Event per line-item basis</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.

