



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 28, 2023 at 12:00PM

PR No. 2023-04-0644 **End-User: PERSONNEL** **Total ABC: 153,500.00**

Source of Fund: REGULAR

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
1	pcs	Service Award Plaques (shaped as 10, bronze), 6 x 3/8"thk. Clear glass mounted on 1/4"thk. Silver mirror over 3/8"thk. Bronze glass base.	900.00	900.00		
5	pcs	Service Award Plaques (shaped as 20, silver), 6 x 3/8"thk. Clear glass mounted on 1/4"thk. Silver mirror over 3/8"thk. Bronze glass base.	900.00	4,500.00		
5	pcs	Service Award Plaques (shaped as 25, Silver), 6 x 3/8"thk. Clear glass mounted on 1/4"thk. Silver mirror over 3/8"thk. Bronze glass base.	900.00	4,500.00		
1	pcs	Service Award Plaques (shaped as 35, Gold), 6 x 3/8"thk. Clear glass mounted on 1/4"thk. Silver mirror over 3/8"thk. Bronze glass base.	900.00	900.00		
3	pcs	Service Award Plaques (shaped as 40 Gold), 6 x 3/8"thk. Clear glass mounted on 1/4"thk. Silver mirror over 3/8"thk. Bronze glass base.	900.00	2,700.00		
8	pcs	Outstanding Award Plaques, 10" ht. x 2 pu of x 3/16"thk. Clear glass photo print on 3/8"thk. Glass rectangular shape base	1,500.00	12,000.00		
40	pcs	Group Citation Award Plaques, 9" ht. x 2 pu of x 3/16"thk. Clear glass photo print on 3/8"thk. Glass rectangular shape base	1,400.00	56,000.00		
60	pcs	Citation Award Plaques, 8" ht. x 2 pu of x 3/16"thk. Clear glass photo print on 3/8"thk. Glass rectangular shape base	1,200.00	72,000.00		
		Note:		153,500.00		
		1. Actual number of plaques and lay-out will be finished on or before May 15, 2023				

		2. Delivery will be 1 week after final approval of layout				
		3. Payment would be based on the actual number of plaques ordered and delivered				
Awarding: Awarding is per line- item basis						
Delivery Requirement/s : as indicated above						
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:



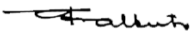
MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

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.