



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)
- 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:

<b>Type of Procurement: Goods/Services</b>									
<b>Mode of Procurement: Small Value</b>									
<b>Deadline for Submission of Bids (Date and Time): April 28, 2023 at 12:00PM</b>									
<b>PR No.</b>		<b>2023-04-0694</b>		<b>End-User: GSITD</b>					
<b>Source of Fund: STO-ICT</b>		<b>Total ABC: 404,725.00</b>							
<b>Qty</b>		<b>Unit</b>		<b>Item (Description and Specification)</b>					
				<b>ABC</b>					
				<b>Offered Brand</b>					
				<b>Bid</b>					
				<b>Unit Price</b>					
				<b>Total Price</b>					
				<b>Unit Cost</b>					
1		lot		<b>Zoom Video Conferencing Software Subscription</b> <b>15 license for 12 months</b> <b>Features Included:</b> <b>Meetings</b> Host up to 300 participants Unlimited meetings for up to 30 hours per meeting 5 GB of cloud recording storage (per license) Automated Captions <b>Whiteboard</b> Unlimited boards <b>Team Chat</b> Chats and channels for collaboration, file sharing, and more <b>Mail &amp; Calendar</b> Mail and Calendar Clients & Service beta <b>Essential Apps</b> Free premium apps fro 1 year (terms apply) Increase team collaboration and productivity <b>Extras</b> Single sign-on <b>Adobe Creative Cloud All Apps (Enterprise)</b>		196,000.00			

1	lot	2 license for 12 months	208,725.00			
		<b>Features Included:</b>				
		<b>Operating System:</b> Multiple Platforms				
		<b>Language:</b> Multi-Asian Languages				
		<b>Product Type:</b> Team Licensing Subscription New				
<b>Awarding: Awarding is per lot</b>						
<b>Delivery Requirement/s :</b>						
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>						
<b>NOTE:</b> BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS						

Reviewed by:

\_\_\_\_\_  
**Procurement Coordinator**  
**Signature Over Printed Name**

For the Bids and Awards Committee:

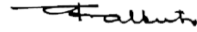
  
 \_\_\_\_\_  
**MARIA PERPETUA P. OCAMPO**  
**Head, BAC Secretariat**

\_\_\_\_\_  
**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.