



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): June 2, 2023 at 12:00PM							
PR No. 2023-05-837,821 & 820				End-User: PMS,SCMD		Total ABC: 209,000.00	
Source of Fund: Regular				Terms of Payment: Progress Billing 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	
		PR 0837-PMS -PPMP 619 CAF No. 0178					
800	pcs	Data File Folder	160.00				
		Long/Legal (Black)					
60	box	Retractable Gel Ink Ballpoint Pen	390.00				
		Ballpoint Pen 0.5mm					
		Patented U-spring technology					
		12pcs/Box					
		Color : Black					
30	pack	Sticky Note	400.00				
		Color: Assorted					
		3 x3 inches					
		1pad/100sheets					
		5pads/ pack					
30	pack	Sticky Note	300.00				
		Assorted ultra colors, 1/2in x 2in					
		100 Sheets/Pad, 5 Pads/Pack					
		PR 821-SCMD-PPMP 596 CAF No. 255					
10	pcs	Archfile, Legal 3" Blue	180.00				
		2"/3" Spine 2 rings					
		Durable LA Mechanism					
		Spine Insert with metal-reinforced					
		Edges					

		Finger pull hole				
		Lockable front cover				
		Color: Blue				
		Size: Legal				
		PR 820-SCMD-PPMP 594 CAF No. 256				
10	pcs	Extension Cord with Voltage Surge Protector, 6 Outlets with Individual Switch, 1.75 Meters	1,300.00			
1	pc	Foldable Flatbed Steel Platform Trolley, 810 x 470x730mm, 150kg Load	10,500.00			
2	pcs	Top Loading Case for 15.6" Laptop (Black), Shockproof	4,000.00			
3	pcs	Expandable Drawing Tube for Blueprint Case Large Plastic Black Storage Tube, 6cm diameter, 50-70cm Height	300.00			
3	pcs	Expandable Drawing Tube for Blueprint Case Large Plastic Black Storage Tube, 10cm diameter, 65-110cm Height	800.00			
NOTE:						
Awarding: Awarding is per Line Item						
Delivery of Requirement : 30 Calendar Days						
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:



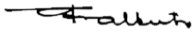
MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

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.