



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 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 LTRFB (Franchise) for Vehicle Rental

#### 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 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 13, 2023 at 12:00PM**

<b>PR No.</b>		<b>2023-05 -711 &amp; 815</b>		<b>End-User: LSD &amp; HILLPEZ</b>		<b>Total ABC: 50,000.00</b>	
<b>Source of Fund:</b>		<b>LFP-NSHP &amp; Regular</b>		<b>Terms of Payment: Upon completion of Actual Services and submission of documentary requirement per accounting and auditing rules</b>			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid		
			Unit Cost		Unit Price	Total Price	
		<b>PR - 0564 - Laboratory - NSHP</b>					
		<b>Preventive Maintenance Service of the following Technical and Scientific Equipment:</b>					
1	pc	<b>Ultrafiltration System</b>	30,000.00				
		<b>Antunes</b>					
		Inclusive of the following:					
		Inspection of all equipment parts and testing the equipment to its optimal condition					
		Validation of the equipment to ensure it passes the specifications					
		Cleaning, disinfection, and sanitation-twice with 6 months interval					
		Replacement of Carbon Filter					
		Replacement of TAC Cartridge					
		<b>Service Requirement: July to August 2023</b>					
		<b>PR - 0815 - Laboratory - HILLPEZ - Regular</b>					
1	lot	<b>Calibration of the following technical and scientific equipment</b>	20,000.00				
	2	Toploading Balance (max:2,200g): Repeatability test and shift test: 10g, 20g, 50, 100g and 600g					
	3	Digital Thermohygrometer set point: Temp: 20, 25, 30°C; Humidity: 40, 50, 60%					
	1	pH Meter					
	1	Weighing Scale, 60kg max. capacity, analog					

		Note: Inclusive on-site subcharge and mobilization				
		<b>Requirements:</b>				
		1. Service provider should be ISO/IEC 17025 Accredited Calibration Laboratory				
		2. Service provider must submit valid certificate of ISO accreditation and the scope of accreditation covers item to be calibrated				
		3. Site: Bureau of Soils and Water Management-NSWRRDC Hillpez Research Center, KM. 53 Brgy. Cuyambay, Tanay, Rizal				
		<b>Service Requirement: On or before July 21, 2023</b>				
<b>Awarding: Award is per line item</b>						
<b>Delivery Requirement/s :</b>						
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>						
<b>NOTE: BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS</b>						

Reviewed by:

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

For the Bids and Awards Committee:

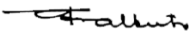
  
\_\_\_\_\_  
**MARIA PERPETUA P. OCAMPO**  
**Head, BAC Secretariat**

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