



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 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) validity within 3 months upon submission  
 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  
 NFCC (Infra)

#### TERMS OF REFERENCE:

**Type of Procurement: Goods/Services**

**Mode of Procurement: Small Value**

**Deadline for Submission of Bids (Date and Time): December 6, 2023 at 12:00PM**

**PR No. : 2023-11- 2032**

**End-User: PERSONNEL**

**Total ABC: 351,000.00**

**Source of Fund: REGULAR**

**Term of Payment:** Upon complete /delivery services and submission of documentary requirement per accounting and auditing rules.

**NOTE: Please fill-out all fields.**

**Delivery Requirements:** 30 Calendar Days upon receipt of PO

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not)	Bid	
			Unit Cost			Unit Price	Total Price
		<b>Memorabilia</b>					
		<b>10 Years in Service Awards</b>					
1	pc	Pin, Silver, Stainless Steel (refer to attached picture)	7,500.00				
1	pc	Wallet B1 Fold Genuine Leather, with RFID and with Coin Compartment with card slot, ID window (Female)	3,500.00				
		<b>20 Years in Service Awards</b>					
5	pcs	Gold Pin, 10K with engraving, 4 grams, inclusive of mould, with certificate of authenticity (refer to attached picture)	12,000.00				
1	pc	Pen, ballpoint type with black ink, retractable, nib size, medium, refillable, with engraving, comes with individual gift box	3,000.00				
		<b>25 Years in Service Awards</b>					
5	pcs	Ring 10K white gold, approximately 5-6 grams inclusive of mould, with certificate of authenticity (25 years in service awardees - 5 MALE RING (refer to attached picture)	15,000.00				
		<b>35 Years in Service Awards</b>					
1	pc	Smart Watch, Dimension: <=46mm Display: AMOLED, Battery-up to 14 days/7 days max. usage, sensor such as Accelerometer, Gyroscope Sensor, Magnetometer Sensor, Barometer, Temperature sensor and others, Compatible with Android 6.0 or higher, RAM 1.5GB above, watch case material-stainless steel, Water Resistant - 5ATM water-resistant with certificate of authenticity	15,000.00				
		<b>40 Years in Service Awards</b>					
2	pcs	Wrist Watch, Gold Plated, Dial Color: Yellow Gold, Band Color: Yellow Gold, Watch Shspe: Round, Water Resistance Rating: 50m (5 ATM), Case Material: Stainless Steel, Movement: Quartz Battery, Band Material: Stainless Steel, Features: 12-Hour Dial, Case Finish: Gloss, Display: Analog, Band/Strap: Bracelet/Link Band, with name engrave, with certificate of authenticity 1 male 1 female	15,000.00				
		<b>RETIREES MEMORABILIAS</b>					

5	pcs	Gold Ring, 18Karat, approximately 3.5 - 4 grams, inclusive of mould, with certificate of authenticity (for compulsory, division & center chief level retirees)/(refer to attached picture) 2 FEMALE RING 3 MALE RING	20,000.00				
3	pcs	Gold Ring, 14 Karat, approximately 4.5 grams, inclusive of mould, with name engraved, certificate of authenticity (optional retirees - rank and file level)/(refer to attached picture) 2 FEMALE RING 1 MALE RING	19,000.00				
<b>NOTE:</b>							
<b>Awarding: Awarding is per line</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE: DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE</b>							

Reviewed by:

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

For the Bids and Awards Committee:

\_\_\_\_\_  
**(Sgd) FRANCE JOSEPHINE C. BAUTISTA**  
**Head, BAC Secretariat**

\_\_\_\_\_  
**Canvasser (Signature over Printed Name)**

DBM-PhilGEPS Posted

Date of canvass: \_\_\_\_\_

Posted by:

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

\_\_\_\_\_  
Signature over Printer Name

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
TIN Number

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Accomplished

**Please check the box for your mode of submission:**

Manual submission (through BSWM canvasser)  
 Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.