



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:

<b>Type of Procurement: Goods/Services</b>		
<b>Mode of Procurement: Small Value</b>		
<b>Deadline for Submission of Bids (Date and Time): December 11, 2023 at 12:00PM</b>		
<b>PR No. :</b> 2023-11- 2033	<b>End-User: BGA</b>	<b>Total ABC: 577,200.00</b>
<b>Source of Fund: NSHP Fund</b>	<b>Term of Payment:</b> Upon complete delivery/services and submission of documentary requirement per accounting and auditing rules.	

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

**Delivery Requirements:** 60 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
2	set	<b>8 Pax. Modular Office Table with Center Drawer and Mobile Pedestal Cabinet ( 3 lockable drawer)</b>	165,600.00				
		* Overall Dimension: 4800mm L x 1400mm W x 750mm H *Size of Table per pax: 1200m L x 700Wx750mmH * Screen Panel as partition: 30mmH					
1	set	<b>Executive Office Table with Center Drawer and Mobile Pedestal (Safety Lock)</b>	46,000.00				
		* Dimension: 1400mm L x 700mmW x750mmH					
22	pcs	<b>Office Chair</b>	8,000.00				
		* Heavy Duty Backrest * Dimension: 600mm W x 600mmD *Adjustable Padder Armrest and Head rest * Casters: Floor-Safe PU Casters * Weight Capacity: 120Kg					
2	pcs	<b>Executive Office Chair</b>	12,000.00				
		* Heavy Duty Backrest * Base Capacity: 200kg * Multi-position tilt lock function * 350mm base and PU Casters * 360 Degrees Swivel Function					
<b>NOTE:</b>							
<b>Awarding: Awarding is per Lot</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE:</b> THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER							

Reviewed by:

**Procurement Coordinator**  
**Signature Over Printed Name**

For the Bids and Awards Committee:

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

---

**(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:**

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

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