



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): April 15, 2024 at 12:00PM**

**PR No. : 2024-03-0496** **End-User: WRMD** **Total ABC: 700,000.00**

**Source of Fund: INS Various**

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

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

**Delivery Requirements: *STRICTLY on or before 2nd week of MAY 2024*** upon receipt of P.O (Note: Extension shall not be accepted/entertained except on meritorious ground & Late delivery shall be liable for liquidation damages )

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
1000	pcs	<b>Polo Shirt</b>	<b>700.00</b>				
		Material: Premium Polydex (Body), Cotton (Collar)					
		Thickness: 180 gsm					
		Printing: Sublimation Quality Sew					
		Supplier to coordinate with the end-user and provide sample for approval prior printing of shirts.					
		<b>Delivery schedule: on or before 2nd week of May 2024 (see attached design for reference)</b>					
<b>NOTE:</b>							
<b>Awarding: Awarding is one Contract</b>							

**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:**

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

Pat 490



White  
RGB - 215,215,214

Maroon  
RGB - 136,2,2

	(Navy Blue) Color Code: 012549
	(Maroon) Color Code: 800000
	(Sky Blue) Color Code: 2899ff

Palay grains

DA-BSWM logo size --  
W-176 px L 148 px



Font - AvenueRegular

Font of B S W M -  
HollanburgDemorK

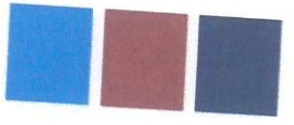
Font - AtakanaS  
Size—next page

sky blue  
RGB - 17,79,136

Navy blue  
RGB -1,45,88

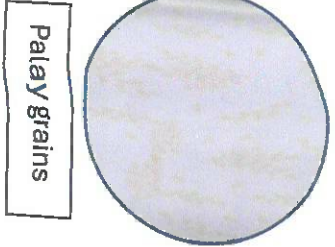
Sizes : XS to 4XL

White  
RGB - 215,215,214



Dark blue  
RGB -1,45,88

Maroon  
RGB - 136,2,2



Palay grains



Font - Avenue Regular

Font of BgDemoRegular

DA-BSWM logo size -  
W-176 px L 148 px

Font - AtakanaSarif  
Size—next page

Light blue  
RGB - 17,79,136

Dark blue  
RGB -1,45,88

Sizes: Range : XS to 4XL