



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:

1. Bidder shall read the instructions and fill all the blanks properly.
2. Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
3. Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
4. Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
5. If applicable, offered brand name and model shall be specified.
6. Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
7. 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.**
8. Late Bids will not be accepted.
9. **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 16, 2023 at 5:00 PM****PR No. : 2024-04-0577 Region XII****End-User: LSD****Total ABC: 550,000.00****Source of Fund: NSHP Cont. Fund****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:** Until May 24, 2024 *(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
		Organic Fertilizer					
		Region XII					
1000	bags	Certified Organic Fertilizer, at least 40 kgs/bag, BAFPS/FPA Registered	550.00				
		Date of delivery: Until May 24, 2024 Place of delivery: Brgy., BUayan, General Santos City					
		On-Site Delivery					
NOTE:							
Awarding: Awarding is one Contract							
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)

