



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 SHOPPING B:**

- 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

**TERMS OF REFERENCE:**

**Type of Procurement: Goods/Services**

**Mode of Procurement: Small Value**

**Deadline for Submission of Bids (Date and Time): May 3, 2024 at 12:00PM**

**PR No. : 2024-04-0583**

**End-User: SCMD**

**Total ABC: 49,840.00**

**Source of Fund: RD Corn TRUST 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: STRICTLY within 30 Calendar Days 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
		<b>Office Supplies for the project entitled "Outscalling of Sustainable Land Resource Management Approach (SLRMA)</b>					
10	pc	Storage box with Lid (Legal Size, Blue)	550.00				
100	pc	Expanding Plastic envelope with handle	100.00				
10	pack	Assorted colored Paper (A4, 10sheets/pack)	150.00				
10	pack	Page Marker (5 colors, 100 flags, 11x43mm)	330.00				
20	pcs	Certificate holder (A4 size, color blue)	45.00				
100	pcs	ID Holder with Lace (horizontal, 10pcs/pack, transparent with zip lock)	35.00				
20	pack	Sticker Paper (Matte, white, A4 size, 10sheets/pack)	50.00				
20	pack	Page Marker ( sign here, yellow, 50x2 sheets)	295.00				
20	pack	Specialty Paper (A4, white, 160gsm, 10sheets/pack)	40.00				
20	pack	Photopaper (200gsm, matte, 20sheets/pack)	180.00				
200	pc	Ballpen (Black)	20.00				
3	pack	Sticker Paper (Satin, 80gsm) 10's	100.00				
2	pack	Photopaper (Matte/ Satin, 240gsm) 10's	320.00				
3	pack	Parchment Paper (A4, 80gsm) 10's	400.00				
10	pc	Certificate Holder (A4, Navy Blue)	70.00				
10	pc	CERTIFICATE FRAME (A4, Dark Green)	150.00				
10	pack	VELLUM BOARD PAPER (220GSM, white, A4) 10's	50.00				
50	pc	Expanding Plastic envelope with handle	100.00				
<b>NOTE:</b>							
<b>Awarding: Awarding is per line item basis</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							

**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.