



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): May 8, 2024 at 12:00PM

PR No. : 2024-04-0696	End-User: PERSONNEL	Total ABC: 173,500.00
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Source of Fund: Regular

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: May 31, 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
1	pcs.	Service award plaques (shaped as 10, bronze), 6 x 3/8"thk. clear glass mounted on 1/4"thk. silver mirror over 3/8"thk. bronze glass base.	800.00				
5	pcs.	Service award plaques (shaped as 20, silver) 6 x 3/8"thk. clear glass mounted on 1/4"thk. silver mirror over 3/8"thk. bronze glass base.	800.00				
4	pcs.	Service award plaques (shaped as 25, silver) 6 x 3/8"thk. clear glass mounted on 1/4"thk. silver mirror over 3/8"thk. bronze glass base.	800.00				
5	pcs.	Service award plaques (shaped as (40, gold) 6 x 3/8"thk. clear glass mounted on 1/4"thk. silver mirror over 3/8"thk. bronze glass base.	800.00				
15	pcs.	Outstanding award plaques, 10" ht.x 2pu of x 3/16"thk. clear glass photo print on 3/8"thk. glass rectangular shape base	1,700.00				
30	pcs.	Group Citation award plaques, 9" ht.x 2pu of x 3/16"thk. clear glass photo print on 3/8"thk. glass rectangular shape base	1,500.00				
65	pcs.	Special Citation award plaques, 8" ht.x 2pu of x 3/16"thk. clear glass photo print on 3/8"thk. glass rectangular shape base	1,400.00				
		1. Delivery will be 1 week after final approval of lay-out (On or before May 24, 2024)					
		2. Payment would be based on the actual number of plaques ordered and delivered					
		Delivery date: May 31, 2024					
NOTE:							
Awarding: Awarding is per line item basis							

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.

