



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): May 17, 2024 at 12:00PM

PR No. : 2024-04-0757 **End-User: GSITD** **Total ABC: 120,000.00**

Source of Fund: AFACI

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: Actual Date of Event

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		Title of Activity: BSWM-FFTC-AFACI SYMPOSIUM/TRAINING					
3	unit	VEHICLE RENTAL (Van)	8,000.00				
		8000.00/day for 5 days					
		Date: June 17, 18, 20, 21 & 22					
		Metro Manila and points					
		Pick up points (to and from)					
		Hotel					
		NAIA					
		BSWM					
		<i>Driver's requirements</i>					
		1. Valid License					
		2. Medical Certificate					
		3. With Proper Uniform (White polo shirt or Company Uniform.)					
		4. Must wear face mask at all times.					
		<i>*Driver must undergo orientation with the enduser prior to the activity.</i>					
		<i>Terms and conditions</i>					
		1. LTFRB Franchise					
		2. Fuel consumption to be shouldered by the winning service provider					
		3. Vehicle Model with extensive legroom, comfortable seats and with minimum safety features e.g. airbags, anti-lock braking system.					

	4. Non-consumption of travel day/s due to unforeseen circumstances (i.e. safety, health, security concerns) should not be chargeable to the enduser (actual billing may be allowed)					
	5. Driver must be knowledgeable on local road networks and practical access routes to aid the field implementation team during actual field validation; Road-Navigation tool					
	6. Change in travel schedule shall be allowed within atleast 2 days and upon arrangement with the project management staff and must also conform with the above terms and conditions					
	Inclusion of dashcam installed in the vehicle.					
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)

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:

Manual submission (through BSWM canvasser)
 Email/ BSWM Drop Box

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