



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 24, 2024 at 12:00PM

PR No. : <u>2024-05-0801</u>	End-User: GSITD	Total ABC: 753,000.00
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Source of Fund: ICT-STO Cont.

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
20	unit	Video Conferencing Software Video-Conferencing Software 20 licenses for 12 months Features included: Host up to 300 participants Group meeting for up to 30 hours Social media streaming 1GB Cloud recording (per license) Unlimited, full-featured Zoom whiteboard Single sign-on Recording transcripts Managed domains Company branding	15,000.00				
1	Unit	Engineering Software CAD 2024 Access to industry-specific toolsets, including: Architecture, Mechanical, Electrical, MAP 3D, MEP (Mechanical, Electrical, Plumbing), Plant 3D, including P&ID functionality, Raster Design Autocad on the web: view, create and edit AutoCAD drawings from any computer with no software install required. Autocad on mobile: view, create and edit AutoCAD drawings via IOS and Android devices. Integrated workflows: Work smoothly across desktop, web, and mobile devices Cloud storage connectivity: Access any SWG file in AutoCAD with Autodesk's cloud as well as with leading cloud storage providers. Subscription: 1 year	136,000.00				

3	Unit	Video Editing Software Creative Cloud All Apps Features: 100GB of cloud storage Step-by-step tutorials Adobe Express Adobe Portfolio Adobe Fonts Behance Creative Cloud Libraries Access to the latest features Subscription: 1 year	36,000.00				
3	Unit	Photo Editing Software Features: 100 million+ premium photos Videos and Elements Create with ease thanks to Magic Resize Background Remover & Premium Animations Subscription: 1 year	3,000.00				
1	Unit	Anti-Virus Software Anti-Virus for 400 Users Subscription: 1 year	200,000.00				
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.					

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.