



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): June 18, 2024 at 12:00PM

| | | |
|------------------------------|------------------------|-----------------------------|
| PR No. : 2024-05-0825 | End-User: SWRRD | Total ABC: 75,000.00 |
|------------------------------|------------------------|-----------------------------|

Source of Fund: RD CFBW

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 45 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 |
| 200 | pcs. | Printing of Handbook for Good Composting Practices | 375.00 | | | | |
| | | Technical Specifications | | | | | |
| | | Cover: Coated, Laminated, Full Color | | | | | |
| | | Size: A5 | | | | | |
| | | Inside: 170gsm, C2s (text, black); Binded | | | | | |
| | | No. of pages: Maximum of 30 pages (back-to-back) | | | | | |
| | | Font size: Calibri 11 pt | | | | | |
| | | Paper Type (inside pages) Glossy paper | | | | | |
| | | Perfect bind | | | | | |
| | | Output: Supplier to present one printed copy (for approval), prior to mass/final printing | | | | | |
| | | Note: | | | | | |
| | | Layout will be provided by end-user | | | | | |
| | | Provision for Layout, printing & binding | | | | | |
| | | | | | | | |
| NOTE: | | | | | | | |
| Awarding: Awarding is line item | | | | | | | |

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.