



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 25, 2024 at 12:00PM**

<b>PR No. :</b> 2024-06-0972	<b>End-User: BUDGET</b>	<b>Total ABC: 80,000.00</b>
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<b>Source of Fund:</b> RD-Lysimeter	<b>Term of Payment:</b> Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.
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<b>NOTE: Please fill-out all fields.</b>	<b>Delivery Requirements: <u>STRICTLY</u> within 30 Calendar Days upon receipt of P.O (Note: Extension shall not be accepted/ entertained except on meritorious ground &amp; Late delivery shall be liable for liquidation damages)</b>
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Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
4	pcs	<b>Heavy Duty Paper Shredder</b>	20,000.00				
		* Power: At least 480W					
		* Paper Shredding Capacity: At least 16 sheets per single pass					
		* Basket Type: Pull-out Bin					
		* Capacity: At least 30L					
		* Paper Shredding Time: At least 60 seconds					
		* At least 4A sheet can be shredded in 2598 sections and pass to German Level 5 confidential ( at least can shred up to 2598 sections)					
		* Noise: At least less than 60 decibel					
		* Dimension: At least 628mm (height). 400mm (width) 210mm (depth)					
		* Materials can shred: At least paper, card type, optimal dic, paper clips, staples					
		* Flame Restardant: at Least V-O grade flame retardant material					
		(To be distributed to the Information Office, Records, Unit, Procurement Management Section, and Building & Grounds Administration Unit)					
		<b>Note:</b>					
		<b>Place of Delivery: BSWM, Quezon City</b>					
<b>NOTE:</b>							
<b>Awarding: Awarding is line item</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							

<b>NOTE:</b>	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.
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Reviewed by:

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**Procurement Coordinator**  
**Signature Over Printed Name**

For the Bids and Awards Committee:

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**(Sgd) FRANCE JOSEPHINE C. BAUTISTA**  
**Head, BAC Secretariat**

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**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
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Telephone Number(s)	Address	Date Accomplished
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**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.