



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 SHOPPING A 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)

TERMS OF REFERENCE:							
Type of Procurement: Goods/Services							
Mode of Procurement: SHOPPING A							
Deadline for Submission of Bids (Date and Time): September 12, 2023 at 12:00PM							
PR No. :		2023-08- 1312,1309,1313,1348, 1347,1320, 1321			End-User: ALMED,SCMD, WRMD,SCMD, SWRRD		
					Total ABC: 131,950.00		
Source of Fund: Regular, GEF 6, Rice Esets, Manila Bay, INS Various, OAP- Cont				Term of Payment: Upon completion of delivery and submission of documentary requirement as per accounting and auditing rules.			
NOTE: Please fill-out all fields.				Delivery Requirements: 30 Calendar days upon receipt of PO			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
PR 1312 - ALMED - Regular							
3	box	Highlighter (Assorted Color)	300.00				
3	ream	Printable Parchment Paper for Certificate (A4)	450.00				
9	ream	Bond Paper A4 70GSM	400.00				
9	ream	Bond Paper Legal Size 70GSM	450.00				
PR 1309 - ALMED - Regular							
40	ream	Paper Multicopy (A4) 80gsm/210mm x 297mm 500 sheets per ream	200.00				
40	ream	Paper Multicopy (Long) 80gsm/216mm x 330mm 500 sheets per ream	250.00				
5	piece	Record Book (300 pages) Size: 17.5cm x 28.5cm	70.00				
20	roll	Transparent Tape 48mm / 2 Inches width Size: 2x50meters	100.00				
1	pack	Folder with Tab (Long) 240mm x 365mm Material: tagboard/carrier/foldcote/cupstock board	350.00				
6	piece	Cutter for general purpose -with built in blade snapper - with steel blade track -with safety screw locking mechanism -Blade measurements: Length 10mm x Width 16mm Thickness: At least 0.40mm	40.00				
6	Tube	Blade for Cutter -Blade measurements: Length 10mm x Width 16mm Thickness: At least 0.40mm -with a minimum of seven (7) snap-off blade sections	20.00				
260	piece	Steno Notebook (40 Leaves) Size: 1 × 15 × 24 cm	20.00				

4	piece	Desktop Calculator (12 Digits) -Width: 100mm -300mm - LCD Display - Two way Power Source (Solar and Cell) - with CE Mark -Manufacturer must be ISO 9001:200 Certified, or at least - Replacement Warranty (1 year) - With Operating Users Manual (English) -Brand shall be engraved/embossed/printed/permanent stickered on them	450.00				
6	Jar	All Purpose Glue -Gross Weight (min.): 200 grams - Container: Plastic Jar -Cap: Easy Open Twist Top -With tapered applicator -Shall not coagulate , separate or discolor during storage . Expiry date of one year (month-day-year) from date of delivery shall be stamped on each plastic jar -Brand shall be engraved/embossed/printed/permanent stickered on them	30.00				
4	piece	Stapler (Standard Type) -Loading capacity (min.) 200 staple wires -Staple pusher shall be metal piece and not spring	150.00				
10	box	Staple Wire #26/6 (5000 pieces per box)	70.00				
4	piece	Puncher - With adjustable paper gauge - Rubber protection pads - Handle lock Size: 7 × 11 × 16 cm	200.00				
8	box	Paper Clips (33mm)	30.00				
8	box	Paper Clips (50mm)	45.00				
8	box	Clips backfold (25mm)	20.00				
8	box	Clip, Backfold (50mm)	65.00				
4	piece	: 0.8mm -Printed ruler with metric measures (inches) and imperial (inches)	60.00				
4	piece	Stainless Steel Scissors -Straight Trimmers intended to cut papers, plastic, cotton, rubber, leather and other materials. - Overall length: 160mm (min)	35.00				
8	piece	Correction tape (8 meters) -Disposable -Dispensing Mechanism: Gear Type -Dispensing System: Single Line tape -with mechanism for adjustment -Tape: Film based , Usable Length (min.) 8 meters , Width: 5mm ,Color: Opaque	30.00				
8	box	Metal fastener (50 set per box) (7cm) -For Paper -Metal is non-corroding	100.00				
10	piece	Clearbook Legal Size -Refillable -Material: Plastic - Cover: Opaque Plastic -Pocket:Transparent Plastic, 20 pockets, 0.04mm thick -Color: Assorted	45.00				
4	piece	Metal Sharpener -Manual -Table Mountable Type, with metal clamp -Single Cutter-Head -One hole guide, 9-10mm in diameter -Body Casing shall be metal -All main parts shall be made of metal particularly the cutting mechanism : Cutter, Pinion Gear, Internal Gear, Handle - Waste case shall be easily removable and kept in position during sharpening. -The handle shall be provided with a knob on its end part for easy sharpening.	250.00				
36	piece	Permanent Marker (Black) -Tip: Felt, Bullet type -Point: Medium -Material and Structure: The cap shall fit snugly or firmly to the barrel but can easily cap and decap -The ink reservoir shall be stable to prevent leakage	10.00				
10	Box	Lead Pencil with eraser -12pcs per box -Wood cased: Soft wood, coated, free from defects as cross grains, interlocked grains, warpage -Hardness: HB - Lead/Graphite Diameter: 2mm (min) -Ferrule:non-corrosive material which crimps the eraser securely to the casing -The eraser shall not be abrasive and shall provide clean erasures.	35.00				

400	piece	Sign pen -Ink: Black -Type: Liquid or Gel -Tip: 0.5mm, needle type -with nonslip rubber grip -with metal clip -one piece barrel (non refillable) -writing length: One (1) km min	25.00				
10	piece	Notepad, Stick On 3"x3" Size: 76mm x 76mm (min) Basis weight: 70gsm (min) Sheet Thickness: 0.09mm (min)	60.00				
PR 1313 - WRMD - Rice Esets							
20	roll	Brown Packaging Tape (100m)	65.00				
20	roll	Masking Tape (2 inches x 20 yards_	200.00				
50	pc	White Folder (Long Size) 215.9 x 330.2mm	7.00				
10	pc	Multi-Purpose Glue (White) 240g	180.00				
PR 1348 - SCMD - Manila Bay							
12	pcs	HP 680 Ink Black	800.0				
12	pcs	HP 680 Ink Tri-Color	800.0				
PR 1347 - SCMD - GEF 6							
7	pcs	HP 680 Ink Black	800.0				
7	pcs	HP 680 Ink Tri-Color	800.0				
PR 1320 - WRMD - Rice Esets							
22	pcs	HP 680 Tri-Color Cartridge	800.0				
22	pcs	HP 680 Black Cartridge	800.0				
PR 1321 - SWRRD - RD OAP-Continuing							
1	pcs	HP 678 Ink Black	800.0				
1	pcs	HP 678 Ink Tri-Color	800.0				
1	pcs	HP 680 Ink Black	800.0				
1	pcs	HP 680 Ink Tri-Color	800.0				
Awarding: Awarding is per 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) MARIA PERPETUA P. OCAMPO
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:

<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.

