



Republic of the Philippines
 Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
 SRDC Bldg., Elliptical Road corner Visayas Avenue,
 Diliman, Quezon City

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. The following documents shall be submitted not later than presentation for Award:

FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Latest ITR (for total ABC above PhP500K)

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
- (7) Copy of LTRFB (Franchise) for Vehicle Rental

TERMS OF REFERENCE:

Type of Procurement: Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>	
Mode of Procurement: Small Value	
Deadline for Submission of Bids (Date and Time): September 23, 2022 at 12:00PM	
PR No. 2022-09- 1348, 1347 & 1406	End-User: Survey/WRMD/ SWRRD Total ABC: 160,000.00
Source of Fund: STO-SADIP/INS Various/STO-EOPS	
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>	Schedule of Delivery: 15 calendar days upon receipts of PO
Terms of Payment: Upon Completion of Delivery	

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR - 2022-09-1348 - SURVEY				
		Fund: STO-SADIP				
25	pcs	POLO SHIRT (Customized)	650.00			
		Specifications:				
		Material: Polydex fabric, sublimation print				
		Color: Customized (red, maroon & black)				
		Print: Sublimation				
		Sizes: Small- 2 Medium-15 Large-5 Extra Large-1 3XL- 2 (distribution list to follow)				
		Please see attached sample design for reference				
25	pairs	ARM SLEEVES (Customized)	350.00			
		Specification:				
		Material: 85% Polyamide (PA), 14% Elastane, 1% Polyester				
		Color: Black				
		Size: One size, stretchable				
		1-pair				
		Print: heat-press				

		Please see attached sample design for reference				
		Date of Delivery: 3rd week of October 2022				
		PR - 2022-09-1347 - WRMD				
		Fund: INS VARIOUS				
100	pcs	Promotional Materials Jacket	1,200.00			
		<i>Specification:</i>				
		With hood; inner and outer pockets; front zipper				
		Color: Navy Blue				
		with various color based on the design attached (LOGO)				
		Fabrics: Polyester, quick drying				
		Sizes: Assorted sizes				
		PLEASE SEE ATTACHED DESIGN				
		IMPORTANT NOTE:				
		* Item must be completely delivered by 1st week of December 2022				
		PR - 2022-09- 1406 - SWRRD				
		FUND - STO-EOPS				
		Training on Molecular Identification of Soil Microorganisms Using Polymerase Chain Reaction (PCR)				
15	pcs	Notebook with pen	300.00			
		<i>Specifications:</i>				
		-with BSWM Logo and Text				
		-With Calendar, 200 pages				
		- Color: Light Blue				
15	pcs	Poloshirt with collar	700.00			
		<i>Specifications:</i>				
		-with BSWM Logo				
		-100% Cotton Honeycomb				
		-Embroidered BSWM logo design at the left chest				
		- Color: White and Maroon				
		- Sizes: (Kindly coordinate with the End-user)				
		please see attached pictures:				
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) DENISE A. SOLANO
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:

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

Signature over Printer Name	Name of Company	TIN Number
Telephone Number(s)	Address	Date Accomplished