



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:

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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.	<u>2022-09- 1356,1357,1358 & 1355</u>	End-User:	<u>WRMD,SCMD, Total ABC: 365,500.00</u> <u>HIGHPEZ,OAP</u>
Source of Fund:	<u>STO-SADIP/INS Various/STO-EOPS</u>		
Mode of Award:	Per Line <input checked="" type="checkbox"/>	Per Lot <input type="checkbox"/>	Terms of Payment: <u>Upon Completion of Delivery</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR 2022-09-1356				
10	pcs	Swivel Chair	10,000.00			
		- Ergonomic Officer Chair				
		- with adjustable and lockable tilt function				
		- adjustable in height				
		- with safety casters that have a pressure-sensitive brake mechanism that keeps the chair in place when you stand up, and releases automatically when you sit down				
		- with built-in lumbar support				
		- mesh material of the backrest				
		- color: Black				
		Material				
		Plastic Part:				
		Polypropylene, Polyethylene				
		Total Composition:				
		100% polyester				
		Back frame/Armrest frame/Back bar;				
		Steel, Epoxy/polyester powder coating				
		Armrest pad:				
		Polypropylene				
		Foam:				
		Polyurethane foam.				

		Seat Frame:				
		Layer-glued wood vincer				
		Star Base:				
		Aluminum, Epoxy/Polyester				
		PR 2022-09-1357				
2	pcs	Filing Cabinet	15,000.00			
		5 layer 2-door swing cabinet				
		Material: Metal, Powder-coated in light gray finish				
		Color: Light Gray				
		Dimension: L35.4" x W15.7" x H72.8"				
		Gauge: 22mm				
		PR 2022-09-1356				
2	pc	Office Table: 4 drawers for storage (1 with lock) Size: 119x61x76 cm	5,800.00			
2	pc	Office Chairs: Fabric seat Mesh back Tension adjustment Fixed lumbar support Seat height & backrest angle adjustment Tilt Lock MechanismFixed armrest Chrome Base Weight: 15kg Weight Capacity: 100kg	3,500.00			
1	pc	Steel Cabinet: 4 doors Width:50cm Length: 75cm Height: 135cm	13,900.00			
35	pc	Monobloc Chairs: Back Rest Height 780 mm Front Legs Distance 355 mm Seat Height 375 mm Seat Length 355 mm Side Legs Distance 365 mm Seat Width 370 mm Gross Weight 2.28 kg	500.00			
		Delivery On-site at NSWRRDC-HIGHPEZ Dalwangan, Malaybalay City Bukidnon				
		PR 2022-09-1355				
5	pcs	Office Chair	2,500.00			
		Mesh Backrest				
		With Headrest				
		Ergonomically designed				
		Seat height adjustment				
		Swivel 360 degrees				
		Tilt locking at 90-135 degrees angle				
		Color : Black				
5	pcs	Office Table	13,000.00			
		Dimension: L120 x W60 x H75CM				
		Freestanding Table Set				
		Centre drawer with key-lock				
		Movable Mobile Pedestal with key-lock				
		Color: Gray				
2	pcs	Office Cabinet (door type)	12,000.00			
		Four Adjustable Shelves				
		Swing Metal Door with lock				
		All-Metal Body				
		Size: L900 x W400 x H1850mm				
		Thickness: Gauge 24				
		Color: Gray				
2	pcs	Office Cabinet (drawer type) 4 layers	12,000.00			
		4 layer vertical cabinet with key-lock				
		All-Metal Body				
		Dimension: L900 x W400 x H1380mm				
		Thickness: Gauge 24				

		Color:Gray				
4	pcs	Sofa	15,000.00			
		Material: Leather				
		Foam: Standard Foam				
		Leg: Steel				
		Dimension: 3-Seater (L69" xW33" xH28")				
		Color: Black				
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