



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:	<input checked="" type="checkbox"/> Goods/Services	<input type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
Mode of Procurement:	Small Value		
Deadline for Submission of Bids (Date and Time):	September 23, 2022 at 12:00PM		
PR No.	2022-09- 1395,1396,	End-User:	SCMD/Acctg Total ABC: 59,990.00
Source of Fund:	STO-Cauyan/Regular	Schedule of Delivery:	15 calendar days upon receipts of PO
Mode of Award:	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	Terms of Payment: Upon Completion of Delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR 2022-09-1395				
1	pc	Microwave Oven (32L)	10,000.00			
		Stainless steel finish				
		LED Ice Blue Display				
		Power Defrost				
		Ceramic Enamel Inside				
1	pc	Rice Cooker (5.6L)	5,000.00			
		Stainless Steel Lid				
		Pilot Light Indicator				
		Conventional				
1	pc	Refrigerator (8 cu.ft. no frost, inverter)	25,000.00			
1		Coffee maker (10 cups capacity)	5,000.00			
		PR 2022-09-1396				
1	unit	Shredder	14,990.00			
		*Paper Shredder with Waterbasket				
		*Basket Volume: 22L				
		* Net Wt.: 9Kg				
		* Dimension: 35 x 26x56.5 cm				
		*Shred Speed: 2.3m/min				
		*On/Off-Forward-Auto reverse				
		* Shred Size: 2 x 12mm				
		* 8 SheetS Capacity (A4)				

1	pc	Water Dispenser	8,400.00		
		Hot, Normal and Cold Water Selection			
		5 Gallon Water Bottle Capacity			
		550 WATTS for Hot			
		85 WATTS for Cold			
		Push Button Faucets			
1	pc	Hot Water Dispenser (4.2 Liter)	5,800.00		
		With Dual-pump System			
		Portable with holder			
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