



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:

- 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.
 - 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 SMALL VALUE PROCUREMENT: (1) PhilGEPS registration number or Certificate (2) Mayor's Permit (3) Revised Omnibus Sworn Statement (for total ABC above PhP50K) (4) Latest ITR (for total ABC above PhP500K) (5) PCAB License (for Infrastructure Project) (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
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- 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

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 9, 2022 at 12:00PM						
PR No. 2022-08- 1299		End-User: SCMD		Total ABC: 83,980.00		
Source of Fund: Manila Bay			Schedule of Delivery: 15 Days upon receipt of PO			
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>			Terms of Payment: Upon completion of Delivery			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		Semi-Expendable - Office Equipment				
2	units	Water Dispenser	15,600.00			
		Featuring a bottom load with rollers				
		Energy Efficient				
		Child Lock Feature				
		Removable Drip Tray				
		Insulated Hot & Cold Reservoir				
		Tri-Dispense (Hot, Cold, Normal)				
		Compressor Cooling				
		Hygienic Dispensing System				
		Food-Grade Stainless Steel Water Reservoir				
		Power HOT: 420 Watts COLD: 100 Watts				
		Capacity				
		HOT: 5 Liters (30C) & COLD: 2 liters (10C)				
		BPA Free				
		Colors: Black				
		Wattage: Hot 420W; Cold 100W				
		Voltage: 230V				
		Dimensions: (L x W x H): 40 CM x 38.5 x 112)				
		Weight: 16Kg				
2	units	Paper Shredder	26,390.00			
		Grade 6 Security 1 x 9mm Chips				
		Automatic Paper Feeding High Power				
		Electric Paper Shredder 30L 220V 50Hz				
		Shredding Medium Paper, Photo, CD, Card				

	Power: Electricity				
	Shredder Type: Cross-Cut				
	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