



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): August 12, 2022 at 12:00PM
PR No. <u>2022-07-1206</u> End-User: <u>SCMD</u> Total ABC: 40,000.00

Schedule of Delivery: Actual Date of Event

Source of Fund: RWH-SCMD

Mode of Award: Per Line or Lot **Terms of Payment:** Upon Completion of Actual Service

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		Vehicle Rental				
		For the implementation of SCMD Projects and Activities				
1	Van	Date: August 22 and 27, 2022	20,000.00			
		Drop-off and pick-up form Ilo-Ilo Airport to Tapaz, Capiz (Vice Versa)				
		Vehicle Rental				
1	Van	Date: September 19 and 24, 2022	20,000.00			
		Drop-off and pick-up form Ilo-Ilo Airport to Tapaz, Capiz (Vice Versa)				
		Inclusion of driver meals and accommodation, fuel, toll fees, parking fees and other fees. Driver and vehicle must have all necessary papers as required by the IATF such as travel pass, franchise, vaccination card, etc. Seating Capacity within maximum passenger per IATF allowed passenger with physical distancing. Vehicle must be disinfect every after use.				
		1. Rate includes fuel and applicable toll fee (to be shouldered by the winning service provider)				
		2. Included one (1) round trip Pick-Up and Drop-Off to -and-from Ilo-Ilo Airport.				
		3. Non-consumption of travel day/s due to unforeseen circumstances(i.e.safety, health, security concerns) should not be chargeable to the end user (actual billing may be allowed)				
		4. Driver must be knowledgeable on local road networks and practical access routes (i.e. shortcuts and most convinient to the passenger)				
		5. Change in travel schedule shall be allowed within at least 3-5 days and upon arrangement with the project management staff and must also conform with the above terms and condition.				

		Award is per LINE Supplier shall coordinate with end-user of event at least 7 calendar days before event Schedule is subject to change not later than 3 calendar days before scheduled event Payment is after every completed of service (Progress Billing)				
NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES						
NOTE:	<i>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.</i>					

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