



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 LTFRB Franchise

### TERMS OF REFERENCE:

<b>Type of Procurement:</b> Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>	
<b>Mode of Procurement:</b> Small Value	
<b>Deadline for Submission of Bids (Date and Time):</b> July 22, 2022 at 12:00PM	
<b>PR No.</b> 2022-07-1130	<b>End-User:</b> Tanay <b>Total ABC:</b> 64,640.00
<b>Source of Fund:</b> Regular	
<b>Schedule of Delivery:</b> 15 calendar days upon receipts of PO	
<b>Mode of Award:</b> Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>	<b>Terms of Payment:</b> Upon Completion of Delivery

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Charge to RD Other - Regular</b>				
		Shoppig B				
30	pcs	Clear Folder - Legal Size	25.00			
10	pack	Cold Laminating Film A4, Glossy 20 sheets/pack 110 microns	90.00			
5	rolls	Cold Laminating Film (Roll) A4, Glossy 12 inches x 10 meters, 50 microns	298.00			
50	pcs	Expanding Plastic Envelope w/ Handle & Durable Pushlock (Assorted Colors) Legal Size	130.00			
50	pcs	Expanding Plastic Envelope w/o Handle & Durable Pushlock (Clear) Legal Size	100.00			
5	pcs	Meterstick Stainless Steel 40"/100cm	350.00			
6	pcs	Ruler Stainless Steel (18 inches)	150.00			
25	pads	Page Markers (Arrow shaped, Self Adhesive)	42.00			
10	pack	Specialty Board A4, Pale Cream, 220GSM, 10 sheets/pack	180.00			
3	pcs	Wood Folding Ruler (2 meters) MID Class III Accuracy 35046	600.00			
20	rolls	Tape, Masking, 15 meters, 1 1/2 inches	30.00			
20	pcs	Highlighter 45 (Assorted Colors)	50.00			
6	pcs	Self-Inking Stamp (Personalized w/Name of the following persons) S-822 (14 x 38mm) for Receiving of Documents	415.00			
		<b>MELODY M. OROGO</b> <b>MARCO T. MACOPIA</b>				

		<b>AUBREY ANN B. AYATON-CARNEO</b> <b>LOWELL C. BERNADOS</b> <b>SHERRYMER C. DE LARA</b> <b>JOHN MARK M. CARNEO</b>			
3	pcs	Self-Inking Stamp (Personalized w/Name of the following persons) S-822 (25 x 70mm) for Signing and Receiving of Documents	920.00		
		<b>JOVEN P. ESPINELI</b> Agricultural Center Chief IV <b>ROOSBELT P. CREENCIA</b> Senior Science Research Specialist <b>LEOLITO D. SIASE</b> Supervising Science Research Specialist			
10	box	Laminating Film/Pouches Pre Cut Size 250 Micron Thickness (Ideal for ID) 100 pcs/box (80mm x 110mm)	250.00		
3	pcs	Long Arm Stapler No. 35 (Stapling Capacity 25 sheets, 40 x 11.8 x 0.9 cm with Graduation Indication)	950.00		
		<b>Sub Total</b>			
		<b>Charge to RD Other - IMH</b>			
10	pcs	Self Adhesive Neon Transparent index notes to highlight without covering up printed information (12.7m x 44mm) (5 colors x 100 sheets)	200.00		
10	pcs	Self Adhesive and Removable Stick Note Pad 100 sheets, 12 pcs/box, (76 x 76mm)	80.00		
10	pcs	Self Adhesive and Removable Stick Note Pad 100 sheets, 12 pcs/box, (76 x 51mm)	60.00		
10	pcs	Double Sided Tape	70.00		
5	pcs	Photopaper (A4, glossy, 20 sheets/pack)	370.00		
20	pcs	Tape Masking, 15 meters, 3/4 inches	20.00		
5	pack	Sticker Paper (A4 matte, glossy, 100pcs/pack)	350.00		
10	set	White Board Marker w/ Eraser Set (Color: Black, Red, Blue)	150.00		
10	pcs	Stick Up Glue Stick (20 grams)	50.00		
5	pcs	Revolving Puncher (Hole sizes 2.5mm, 3mm, 3.5mm, 4mm, 4.5mm and 5mm)	200.00		
10	pcs	Wire Mesh 3-Tier File Frame/File Bar/Magazine Rack (31.3 cm x 29.3cm x 24 cm)	550.00		
15	pcs	Name Card Display Holder (Material: Acrylic, Length 90mm, Width 60mm)	600.00		
15	pcs	Clipboard Folder w/ Metal Binder-Long/Legal Size	100.00		
15	box	Desktop Pen Tali Ballpen - Black Color	50.00		
1	pcs	Permanent Marker (Fine Bullet, Green), 12 pcs per box	150.00		
10	pcs	Heavy Duty Big Office Scissor (Stainless, 9 inches)	150.00		
10	pcs	Stapler w/Remover	100.00		
		<b>Sub Total</b>	<b>64,640.00</b>		
		<b>Delivery: At KM. 53 Brgy. Cuyambay, Tanay Rizal</b>			
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>					
<b>NOTE:</b>	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:

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Procurement Coordinator  
Signature Over Printed Name

For the Bids and Awards Committee:

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(Sgd) DENISE A. SOLANO  
Head, BAC Secretariat

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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Canvasser (Signature over Printed Name)

Date of canvass:

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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.

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished