



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:

- PhilGEPS registration number or Certificate
- Mayor's Permit

FOR DIRECT CONTRACTING:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- 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:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTRFB Franchise

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): July 22, 2022 at 12:00PM
PR No. <u>2022-07-1122</u> End-User: <u>PMS</u> Total ABC: <u>770,000.00</u>
Source of Fund: <u>Regular</u> Schedule of Delivery: <u>15 calendar days after approval of final lay-out/design</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
700	pcs	Wall Calendar for Year 2023	500.00			
		Specifications: - 13 pages plus hard board sheet at the back and cover page with steel bar - Full color - HD Printing - C2S 130 GSM - 20" x 27"				
700	pcs	BSWM Notebook/Planner for Year 2023	600.00			
		Specifications: - Size: A5 (5 x 21cm) - Sheets Style: with line - Spacing: 7mm - Binding: double thick wire ring / _____ - Coated Brown - Paper: 80gsm High Premium - Shade: moleskin type - Paper Sheets: 100 sheets (200 pages) - Sheets w/ full color HD Print: 15 sheets (30 pages) - Hardbound back and front cover - with box, marker thread (brown) Delivery: 15 calendar days after approval of final lay-out/design				

