



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 PhP50K)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of Franchise (LTFRB)

**TERMS OF REFERENCE:**

<b>Type of Procurement:</b>	<input checked="" type="checkbox"/> Goods/Services	<input type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
<b>Mode of Procurement:</b>	<input checked="" type="checkbox"/> Small Value		
<b>Deadline for Submission of Bids (Date and Time):</b>	June 24, 2022 at 12:00PM		
<b>PR No.</b>	2022-06-1014	<b>End-User:</b>	SWRRD Total ABC: 103,320.00
<b>Source of Fund:</b>	DA-BAR SSIS Mindanao	<b>Schedule of Delivery:</b>	15 Calendar Days upon receipt of PO
<b>Mode of Award:</b>	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	<b>Terms of Payment:</b> Upon Completion of Delivery (no partial delivery)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
140	pcs	<b>Collared Shirt</b>	738.00			
		- Not less than 60% cotton - Honey Comb Fabric				
		- Color: Blue-Body White-Collar and Sleeve				
		- Botton Closure				
		- High Quality & fashion - More Healthy, Comfortable and green initiative. Made with comfortable not less than 60% cotton, a double-button placket, and ribbed cuffs for a classic look that never goes out of style				
		- Neck Interfacing-Avoiding the corrugation and twsiting of the fabric on neck and collar				
		- Washable-Washing shrinkage is within the limit of 3% without undesirable effect of permanent dressing				
		Sizes:				
		Small - 40 pcs				
		Medium - 40 pcs				
		Large - 40 pcs				
		Xlarge - 20 pcs				
		<b>Logo: Embroidered</b>				

**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**

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO  
 DBM-PhilGEPS Posted

\_\_\_\_\_  
**Canvasser (Signature over Printed Name)**

Date of canvass: \_\_\_\_\_

**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