



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 PhP50K)
- (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>	<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>	July 19, 2022 at 12:00PM		
<b>PR No.</b>	<u>2022-06-1047</u>	<b>End-User:</b>	<u>BGA</u> Total ABC: 150,000.00
<b>Source of Fund:</b>	<u>Regular</u>		
<b>Mode of Award:</b>	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	<b>Terms of Payment:</b> <u>Upon Completion of Services</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
1	lot	<b>Preventive Maintenance for HP Photocopier</b>	150,000.00			
		Model: HP E87640				
		Covering the period of July - December 2022				
		Provisions:				
		Inclusive of 10,000 pages per unit/month (black)				
		Rate per excess copy with max price of Php1.50/copy				
		Inclusive of 1,000 pages per unit - month (colored)				
		Rate per excess copy with max price of Php7.50/copy				
		with 2% Spoilage				
		Inclusive of labor and parts during repairs				
		Unlimited Training				
		Free Training and Services				
		Inclusive of monthly preventive maintenance/check up				
		Bidders shall submit Certification of Authorized Service Provider of the offered brand/unit				
		For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide				
		Compliance with Seciton VI. Schedule of requirement				

