



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) for Vehicle Rental

### 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>	Small Value		
<b>Deadline for Submission of Bids (Date and Time):</b>	October 5, 2022 at 12:00PM		
<b>PR No.</b>	2022-09- 1404, 1444, 1448, 1473		<b>End-User:</b> <u>SSD/OAP/ALMED</u> Total ABC: 194,125.00
<b>Source of Fund:</b>	<u>Regular, PAEF-OAP,NPAAAD/SEMLUR</u>		<b>Schedule of Delivery:</b> 15 calendar days upon receipts of PO
<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 Delivery</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Office Supplies</b>				
		<b>PR 2022-09-1404 - Survey - Regular</b>				
30	pcs	<b>Expanding Envelope</b>	<b>180.00</b>			
		Legal size, large capacity plastic expandable file folder with handle and with 13 individual pockets				
30	pcs	<b>Clearbook A4</b>	<b>150.00</b>			
		Refillable				
		30 transparent pockets/sheets				
		Thickness (Cover):700microns				
		Thickness (pockets/sheets):73microns				
		Size: A4 : 43.82 cm (L) x 5.72 cm (W) x 30.48 cm (H)				
10	box	<b>Permanent Marker</b>	<b>500.00</b>			
		Black noir, permanent, fine point, 12pcs/box, refillable, waterproof and dries instantly				
50	pcs	<b>Loose Leaf Binder</b>	<b>70.00</b>			
		30 Holes circles ring, spiral plastic binder, A4 size, Black/White				
2	pack	<b>Laminating Film</b>	<b>1,500.00</b>			
		A3 size				
		50 sheets/pack				
		Thickness: 250 microns				
5	pcs	<b>Duct Tape (for binding)</b>	<b>150.00</b>			

		Width: 2 inches			
		Thickness: 0.165 mm			
		Length: 25 meters			
		Color: Gray/Black			
1	pack	<b>PVC Binding Cover</b>	<b>700.00</b>		
		A4 size			
		Thickness: 200 microns			
		100 sheets/pack			
1	pack	<b>PVC Binding Cover</b>	<b>800.00</b>		
		Size: 216mm x330mm (legal/long)			
		Thickness: 200 microns			
		100 sheets/pack			
20	box	<b>Ballpen</b>	<b>400.00</b>		
		Black, retractable, gel-type, 0.5mm, 12pcs/box			
		<b>PR 2022-09-1444 - OAP - PAEF-OAP</b>			
		<b>Shopping A</b>			
30	pcs	<b>Pagkaging Tape</b>	70.00		
		48mm			
		Color: Transparent			
50	pcs	<b>Correction Tape</b>	50.00		
		Tape Length: Up to 12 meters			
		Size: 35mm*5mm			
50	pcs	<b>Plastic Envelope, Expanding (Long)</b>	70.00		
		With elastic strap			
		Size: Long			
1200	pcs	<b>Plastic Folder, Transparent (Long)</b>	10.00		
		L-Type Folder Long Clear			
		<b>Shopping B</b>			
80	pcs	<b>File Folder</b>	200.00		
		Lever Arch file Lateral			
		Size: Long			
15	pcs	<b>Caliper</b>	1,500.00		
		Stainless Steel Digital Caliper			
		Complete w/ 2 batteries, in anti-shock plastic case			
		Range: 0-200mm			
		Accuracy +/- .02mm/.001 inch			
		Power: 1.5v			
30	box	<b>Green Ballpen (Box)</b>	100.00		
		Permanent Gel Ink			
		Pen Tip: 0.8mm (Extra Fine)			
		Color: Green			
		12 pcs/box			
30	box	<b>Green Pentel Pen (Box)</b>	600.00		
		Permanent Marker			
		Chisel tip pen			
		Color: Green Ink			
		12 pcs/box			
15	pcs	<b>Stackable Metal Magazine File Holder</b>	1,400.00		
		Feature: Stacked, 4 layer			
		Size: 40 x 25.5cm			
		Material Metal			
		Color: Black			
21	pack	<b>Sticker Paper (50 sheets)</b>	200.00		
		Matte Sticker Film			
		Waterproof Sticker, Adhesive Paper			
		Quantity: 50 sheets/pack			
		Paper Size: A4 (210mm*297mm)			
		<b>PR 2022-09-1448 - ALMED - NPAAAD-SAFDZ</b>			
		Plotting Paper			
		Specific Description:			
4	roll	HP Coated Paper-914mm x 45.7m (36 in x 150ft.) C6020B	6,500.00		

2	roll	HP Coated Paper-610mm x 45.7m (24 in x 150ft.) C6019B	6,100.00			
		<b>SEMLUR FUND</b>				
1	box	Specialty Paper, A4 100 sheets per box	235.00			
25	pad	Page Marker, SIGN HERE (arrow shaped)	60.00			
5	pcs	Plastic Box Storage 155L, Megabox	900.00			
1	set	Rechargeable Battery for AA and AAA with charger	700.00			
		<b>REGULAR FUND</b>				
20	pack	Note pad, Sticky Note Pad, 1.5' x 2', pack of 12 pads	50.00			
50	pcs	Ballpen, Black, 5	15.00			
10	box	Glue all Purpose, 130gsm	82.00			
12	pad	Pager Marker, (arrow shaped) self adhesive)	45.00			
		NPAAAD - 38,200.00				
		SEMLUR - 6,935.00				
		REGULAR - 3,110.00				
		<b>PR 2022-09-1473 - ALMED - REGULAR &amp; SEMLUR</b>				
10	pad	NOTE PAD, stick on, 2"x3", 100 sheets per pad	40.00			
10	pad	NOTE PAD, stick on, 3"x3", 100 sheets per pad	55.00			
10	box	Clip, Backfold, 19mm	15.00			
1	pack	Folder with Tab, Legal	400.00			
1	box	Envelope, Documentary, Legal	1,200.00			
1	box	Sign Pen, Black	325.00			
10	box	Paper Clip, vinyl/plastic coated, 33mm	15.00			
5	box	Staple Wire, for heavy duty staplers	30.00			
3	pcs	Tape Dispenser, Table Top, for 24mm width tape	90.00			
4	pack	Toilet Tissue Paper, 2-Ply, 100%	105.00			
4	pcs	Scissors, Symmetrical/assymetrical	35.00			
10	pack	Folder L-Type, Legal, 50 pcs. Per pack	300.00			
		<b>REGULAR FUND</b>				
25	pack	Battery, Dry Cell, AAA Blister packs of 2	30.00			
25	pack	Battery, Dry Cell, AAA	30.00			
4	tube	Blade, for general purpose cutter 10 pcs per tube	25.00			
5	pcs	Cutter, for general purpose cutter	55.00			
10	box	CLIP, backfold, 25mm boxes of 12 pieces	25.00			
10	box	Paper Clip, vinyl/plastic coated, 33mm	15.00			
		SEMLUR - 7,155.00				
		REGULAR - 2,275.00				
<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:

**Procurement Coordinator**  
Signature Over Printed Name

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

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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
Telephone Number(s)	Address	Date Accomplished