



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 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>	<u>2022-09- 1460, 1350,1459 &amp; 1351</u>	<b>End-User:</b>	<u>SCMD, HILLPEZ,</u> Total ABC: 96,700.00
<b>Source of Fund:</b>	<u>Manila Bay, RD Other LTR, STO Cauyan, ICT STO</u>	<b>Schedule of Delivery:</b>	<u>15 calendar days upon receipts of PO</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 Delivery</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
<b>PR 2022-09-1460 - SWRRD - R &amp; D Regular</b>						
<b>Shopping B</b>						
2	cart	Ink Cartridge Canon Pixma E510 #98 Colored	1,000.00			
1	cart	Ink Cartridge Canon Pixma E510 #88 Black	800.00			
1	cart	HP Toner Cartridge 125A Cyan	3,000.00			
<b>PR 2022-09-1350 - SCMD - R &amp; D Corn</b>						
25	pcs	Ink Cartridge (HP) 680 Black	1,000.00			
25	pcs	Ink Cartridge (HP) 680 Tricolor	1,000.00			
<b>Ink Bottle</b>						
10	pcs	Epson 003 Cyan	500.00			
10	pcs	Epson 003 Magenta	500.00			
10	pcs	Epson 003 Yellow	500.00			
<b>PR 2022-09-1351 - Accounting - Regular</b>						
Ink Cartridge, EPSON						
30	pcs	(T6641) Black	300.00			
15	pcs	(T6642) Cyan	300.00			
15	pcs	(T6643) Magenta	300.00			
15	pcs	(T6644) Yellow	300.00			

