



BAGONG PILIPINAS



Masaganang Agrikultura,
Maunlad na Ekonomiya

Republic of the Philippines
Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
SRDC Building Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1101
customers.center@bswm.da.gov.ph
Tel. no. (632) 8273-2474 local 3202

REQUEST FOR QUOTATIONS

Control No. 2024-RFQ-0064

The **Bureau of Soils and Water Management (BSWM)** through its **Bids and Awards Committee**, intends to procure **"IN-HOUSE CATERING SERVICES"** for CY 2024 in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.



Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided in this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than OCTOBER 28, 2024, 12:00 p.m.** at the Procurement Management Section, 2nd Floor, SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City. Quotations may also be submitted through email at procurement@bswm.da.gov.ph or at bac@bswm.da.gov.ph.

Interested service provider shall also submit a copy of the following upon submission of this quotation:

- **Mayor's Permit**
- **PhilGEPS Registration**
- **Omnibus Sworn Statement (for ABC 50k above)**
- **Income Tax Return (for ABC 500k above)**

The Head of the Procuring Entity (HoPE) of the DA-BSWM reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **+63(2) 8529-7640 or +63 (2) 8529-7641 local 204** or email us on the email address provided above.


France Josephine C. Bautista
Administrative Officer V 

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- Do not alter the contents of this form in any way.
- The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.
- If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
- In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotations may be submitted through electronic mail at bac@bswm.da.gov.ph or at procurement@bswm.da.gov.ph
- Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of One Hundred Twenty (120) Calendar Days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BSWM BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DA-BSWM. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DA-BSWM may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TERMS OF REFERENCE

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.
3. Bidder shall **state the brand and/or model** of the offered goods, if applicable.

Item	Description	Total Qty.	Unit	(ABC) Unit Cost	Bidder's Statement Of Compliance	(BID) Unit Cost (Vat Inclusive)	(BID) Total Cost (Vat Inclusive)
	2024-10-1847-GSITD						
LOT 1	Catering Services for Divisional / Special Meeting for the Month of November and December, 2024	144	pax	600.00			
	With free flowing coffee						
	Inclusive: AM/PM Snack and Buffet Lunch						
	Lunch – Rice, 3 main viands, 1 vegetable/soup,						
	Dessert, Drinks						
	AM/ PM Snacks – Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino Snacks, etc drinks and coffee						
	Tentative Dates: Nov. 13, 2024 – 36 pax – Packed Meal Nov. 26, 2024 – 36 pax – Buffet Dec. 13, 2024 – 36 pax – Packed Meal Dec. 19, 2024 – 36 pax – Buffet						
	<u>PLACE OF DELIVERY/SERVICE: BSWM, CENTRAL OFFICE, DILIMAN, QUEZON CITY</u>						

	2024-10-1848- GSITD						
LOT 2	Provision for In-House Catering Services						
	Event: World Soil Day Culminating Activity						
	Date: December 5, 2024						
	Venue: BSWM Convention Hall						
	Meals and Snacks with set-up	700	pax	700.00			
	(Php 700.00/pax)						
	Inclusive of the following:						
	AM Snacks -						
	Freshly baked Muffin -soft, moist not crumbly, golden brown in color and bursting with real sweetness paired with Greek Yogurt with Mixed Fruits (strawberry/blueberry)						
	free flowing coffee and bottled water						
	PM Snack						
	Sapin-Sapin special (Made with real glutenous rice and natural sweetness						
	Bottled Tamarind Juice 100% tamarind with no additives						
	LUNCH						
	Fish Herb Crusted -baked tuma fillet with lemon herbs crust						
	Roast Beef with Rosemary - premium beef roasted in oven with rosemary herbs)						
	Chciken grilled Salad - grilled chicken breast served over a bed of romaine lettuce with tomato, cucumber croutons and shaved parmesan drizzeld with ladolemono						
	Steamed Rice						
	Soup: Mushroom Soup						
	Fresh cucumber juice -made with real cucumber and honey and yakult with no added additives						
	Set-up - Tables with cloth and chairs with cover; stage flower arrangement						
	Place of Delivery: BSWM,						
	Diliman, Quezon City						
	Catering Services Farmers Champion Contest (Preliminaries)	30	pax	700.00			
	Meals and Snacks (Php 700.00/pax)						
	Tentative Date: November 5, 2024						

	Catering Services Farmers Champion Contest (Finals)	30	pax	700.00			
	Meals and Snacks (Php 700.00/pax)						
	Tentative Date: November 27, 2024						
	Catering Services Video Making Contest (Preliminaries)	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services Video Making Contest (Finals)	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 27, 2024						
	Catering Services Book Contest (Preliminaries)	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services Book Contest (Finals)	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 27, 2024						
	Catering Services for Meeting of Steering Committee	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services for Meeting of Program Committee	40	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services for Meeting of Technical Committee	50	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services for Meeting of Video-Making keep it Reel Contest Committee	60	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 6, 2024						

	Catering Services for Meeting of Farmers Champion Contest Committee	60	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 5, 2024						
	Catering Services for Meeting of Book Contest Committee	60	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: November 7, 2024						
	Catering Services for Meeting of Promotional Committee	60	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: December 3, 2024						
	Catering Services for Meeting of Physical Arrangement Committee	30	pax	350.00			
	Snacks (Php 350.00/pax)						
	Tentative Date: December 4, 2024						
	Note: <ul style="list-style-type: none"> - Schedule of activities will be from November 5 to December 5, 2024. Final date will be coordinated by End-user with provider at least three (3) working days prior to event schedule. - Within 6 Kilometer Radius 						
	<u>PLACE OF DELIVERY/SERVICE: BSWM, CENTRAL OFFICE, DILIMAN, QUEZON CITY</u>						
	<u>AWARDING: PER LOT</u>						

*The above quoted prices are inclusive of all costs and applicable taxes.

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A.	AS STATED ABOVE	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
SEVEN HUNDRED NINETY-SIX THOUSAND NINE HUNDRED PESOS (796,900.00)	In words: _____ _____ _____ In figures: _____ _____ _____ _____

<u>Payment Terms:</u>	Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Email address

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]