



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-0077

The **Bureau of Soils and Water Management (BSWM)** through its **Bids and Awards Committee**, intends to procure “**LEASE OF VENUE FOR THE CONDUCT OF LABORATORY SERVICES DIVISION MANAGEMENT REVIEW**” for CY 2024 in accordance with **Section 53.10 (Lease of Real Property and Venue)** 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 NOVEMBER 11, 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**
- **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.	(ABC) Unit Cost	Bidder's Statement of Compliance	(BID) Unit Cost (Vat Inclusive)	(BID) Total Cost (Vat Inclusive)
	2024-10-1873-LSD					
1.	Meals, Accommodation and Event Hall/s for the conduct of Laboratory Services Division Management Review for CY 2024	70 pax	8,400.00			
	<i>Venue: Baguio</i>					
	<i>Date: November 19-22, 2024</i>					
	Full Board Meals and Accommodation					
	Meals					
	Day 1 (November 19, 2024)					
	- AM Snacks, Lunch, PM Snacks, Dinner					
	Day 2 (November 20, 2024)					
	- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner					
	Day 3 (November 21, 2024)					
	- Breakfast, AM Snacks, Lunch,					

	PM Snacks and Dinner					
	Day 4 (November 22, 2024)					
	- Breakfast, AM Snacks, Lunch, PM Snacks					
	Accommodation					
	- Accommodation for 70 pax for 3 nights					
	- 3 to 4 pax per room					
2.	Function Room/Event Hall (LSD Management Review CY 2024)	4 days	15,000.00			
	- Function room for 70 pax for 4 days (November 19-22, 2024)					
	- can accommodate approx. 70 pax with social distancing					
	- sanitized area					
	- airconditioned room					
	- with strong and reliable internet connection					
	- with functional projector and projector screen, sound system and any equipment to be used for the event					

*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.	November 19 - 22, 2024	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
SIX HUNDRED FORTY-EIGHT THOUSAND (648,000.00)	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<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