



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)

### 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>	April 20, 2022 at 12:00PM		
<b>PR No.</b>	2022-04- 0720	<b>End-User:</b>	DO
		<b>Total ABC:</b>	48,000.00
<b>Source of Fund:</b>	Regular		
		<b>Schedule of Delivery:</b>	Actual
<b>Mode of Award:</b>	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	
		<b>Terms of Payment:</b>	Upon completion of service (progress billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>In-House Catering</b>				
		<b>BSWM QMS Training</b>				
80	pax	Meals and Snacks (80 Participants)	600.00			
		Date: April 26-29, 2022				
		<b>Venue: BSWM Convention Hall</b>				
		Snacks: AM & PM Snacks				
		AM Snack				
		PM Snack				
		LUNCH				
		<b>Award is per Lot</b>				
		<b>Supplier shall coordinate with end-user of event at least 7 calendar days before event</b>				
		<b>Schedule is subject to change not later than 3 calendar days before scheduled event</b>				
		<b>Payment is after every completed of service (Progress Billing)</b>				

**NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES**

**NOTE:** 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:**

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**(SGD)DENISE A. SOLANO**  
Head, BAC Secretariat

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**Canvasser (Signature over Printed Name)**

**DBM-PhilGEPS Posted**

**Date of canvass:**

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**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

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Telephone Number(s)

Address

Date Accomplished