



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 PhP500K)
- (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>TERMS OF REFERENCE:</b>			
<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>	<u>2022-04-0702</u>	<b>End-User:</b>	<u>DO</u> Total ABC: 338,800.00
		<b>Schedule of Delivery:</b>	Actual Date of Event
<b>Source of Fund:</b>	<u>ESETS CORN</u>		
<b>Mode of Award:</b>	<input type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	<input checked="" type="checkbox"/> Per Item
		<b>Terms of Payment:</b>	<u>Upon Completion of Actual Service</u>

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Administrative Units Assessment &amp; Workshop re: QMS CUM Team Building</b>				
1	lot	<b>Meals and Accommodation</b>	338,800.00			
		<b>Date: May 4 to 6, 2022</b>				
		<b>Day 1 - 2 pax/unit (30 pax Secretariat)</b>				
		@ Php 2,200/pax for 30 pax (Meals and Accommodation)	66,000.00			
		Day 2 - 2 pax/unit (30 pax for Secretariat)				
		@ Php 1,100/pax (Halfday - Morning)	33,000.00			
		<b>Day 2 - (for 106 pax)</b>				
		@ Php 1,100/pax for Halfday (Afternoon)	116,600.00			
		<b>Day 3 - (for 112 pax)</b>				
		@ 1,100/pax /day (Meals Only)	123,200.00			
		<b>Inclusions:</b>				
		Three (3) executive rooms for the Head of Agencies must be airconditioned				
		Room for the participants must be airconditioned and with individual beds for social distancing				
		Function Room that can accommodate 106 pax				
		Venue for Team Building Activity (indoor/outdoor)				
		Meals Menu: Rice, Vegetables, 2 Viands (choice of chicken, meat, beef, or fish), dessert (sweets or fruits)				

		Inclusive of the following: pax and where physical distancing				
		Reliable wifi connection				
		Sanitary kits (alcohol and facemask)				
		<b>Award 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 completion of actual service</b>				
<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

**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.

\_\_\_\_\_  
Signature over Printer Name

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
TIN Number

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Accomplished