



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 PhP50K)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)

TERMS OF REFERENCE:

Type of Procurement:	<input checked="" type="checkbox"/> Goods/Services	<input type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
Mode of Procurement:	Small Value		
Deadline for Submission of Bids (Date and Time):	August 26, 2022 at 12:00PM		
PR No.	2022-08- 1253	End-User:	Bukidnon
		Total ABC:	90,000.00
Source of Fund:	RD OAP- Bukidnon		
Mode of Award:	<input checked="" type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	
		Schedule of Delivery:	Actual Date of Event
		Terms of Payment:	Upon completion of service (progress billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		On-Site Catering-Bukidnon				
		Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Marginal Highland of Bukidnon				
		Venue: San Fernando, Bukidnon				
		Date: September 28 - 30, 2022				
	lot	Meals and Snacks	90,000.00			
		@600/pax x 50 pax/day for 3 days				
50	pax	Day 1	30,000.00			
		AM /PM Snacks/LUNCH				
50	pax	Day 2	30,000.00			
		AM /PM Snacks/LUNCH				
50	pax	Day 3	30,000.00			
		AM /PM Snacks/LUNCH				
		xx				
		Delivery on Site				
		Award is per Lot (1 PO per Contract)				
		Supplier shall coordinate with end-user of event at least 7 calendar days before event				
		Schedule is subject to change not later than 3 calendar days before scheduled event				
		Payment is after every completed of service (Progress Billing)				

