



Republic of the Philippines
 Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
 SRDC Bldg., Elliptical Road corner Visayas Avenue,
 Diliman, Quezon City 1101

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.
- Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

FOR SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- Revised Notarized Omnibus Sworn Statement (for total ABC above PhP50K) validity within 3 months upon submission
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)
- Copy of LTRFB (Franchise) for Vehicle Rental
- NPCC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): September 18, 2024 at 12:00 pm

PR No.: 2024-08-1406

End-User: LSD

Total ABC: 906,000.00

Source of Fund: PD1435

Term of Payment: Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

Delivery Requirements: As stated below.

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		IN HOUSE CATERING					
230	pax	Capacity Building Series for PD 1435 Implementation	600.00				
		Orientation and Workshop on the Establishment of Soil Laboratory (October 29, 2024) (1 day, 20 pax)					
		Document Control and Records Management (November 12, 2024)					
		Root Cause Analysis and Internal Quality Audit (November 14-15, 2024)					
		(3 days, 70 pax)					
		AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin					
		Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks					
		free flowing water, coffee & tea throughout the event					
750	pax	Enhancing the Capacity of Soil Laboratories	600.00				
		(15 days, 50 pax)					
		October 7-11, 14-18, 21-25, 2024					
		AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin					
		Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks					
		free flowing water, coffee & tea throughout the event					
100	pax	Launching of Pilot Mobile Soil Laboratory	600.00				
		(1 day, 100 pax)					
		30-Oct-24					
		AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin					
		Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks					
		free flowing water, coffee & tea throughout the event					

50	pax	Establishment of Calibration Laboratory for PhilNASOLAN Labs (5 days, 10 pax) November 25-29, 2024 AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks free flowing water, coffee & tea throughout the event	600.00				
100	pax	Training Workshop Series for PD 1435 LIMS Staff Web Development and Deployment (October 8-10, 2024) Database Management (October 15, 2024) (4 days, 25 pax) AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks free flowing water, coffee & tea throughout the event	600,00				
280	pax	Laboratory Quality Management Meeting (4 days, 70 pax) (September to December 2024) AM/PM Snack - Bottled Juice/ Water and choice of bread, pasta or assorted kakanin Lunch - rice, soup, vegetable at least 3 viands, dessert & drinks free flowing water, coffee & tea throughout the event Place of Delivery/Service: BSWM, Central Office, Diliman, Quezon City	600.00				
NOTE:							
Awarding: One contract							
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:


MIRA L. ESPEACION
Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:


FRANCE JOSEPHINE C. BAUTISTA
Head, BAC Secretariat

N/A

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Posted by:


GINA M. ALBERTO
DBM-PhilGEPS Posted

Date of canvass: _____

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

Signature over Printer Name	Name of Company	TIN Number
Telephone Number(s)	Address	Date Accomplished

Please check the box for your mode of submission:

Manual submission (through BSWM canvasser)
 Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.

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