



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 LTFRB (Franchise) for Vehicle Rental
- NFCC (Infra)

#### TERMS OF REFERENCE:

**Type of Procurement: Goods/Services**

**Mode of Procurement: Small Value**

**Deadline for Submission of Bids (Date and Time): February 19, 2024 at 12:00PM**

**PR No. : 2024 - 00-0009 (On-Site Catering CARAGA) End-User: WRMD, SURVEY, ALMED Total ABC: 424,100.00**

**Source of Fund: Rice Esets, NSHP, STO-FPMA-HVCDP** **Term of Payment: Progress Billing** payment shall be made every completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

**NOTE: Please fill-out all fields.**

**Delivery Requirements: ACTUAL DATE OF EVENT**

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		<b>WRMD - RICE ESETS</b>					
		<b>Meals and Snacks for the conduct of Institutional Development Training for the Operation and Maintenance of Small-Scale Irrigation Projects (SSIPs) for Mindanao Area</b>					
		<b>For 30 pax @1650 for 3 days (AM/PM Snacks/Lunch)</b>					
1	30	pax Date: July 23 - 25, 2024 <b>Location:</b> Unsayawon DD, Labnig, Talacogon, Agusan del Sur	49,500.00				
2	30	pax Date: August 20 - 22, 2024 <b>Location:</b> Motorpool DD, Tubod, Surigao del Norte	49,500.00				
3	30	pax Date: September 10 - 12, 2024 <b>Location:</b> Malapong SWIP, Malapong, Buenavista, Agusan del Norte	49,500.00				
		<b>WRMD - RICE ESETS</b>					
		<b>Meals and Snacks for the conduct of Training on Soil Health Restoration/Adaptive Balanced Fertilization Strategy (ABFS) for Mindanao Area</b>					
		<b>For 30 pax @1650 for 3 days (AM/PM Snacks/Lunch)</b>					
4	30	pax Date: May 7 - 9, 2024 <b>Location:</b> Cancavan DD, Cancavan, Carmen, Surigao del Sur	49,500.00				
5		Date: June 25 - 27, 2024 <b>Location:</b> Lubcon DD, Brgy. Lubcon, Cortes, Surigao del Sur					
6		Date: October 15 - 17, 2024 <b>Location:</b> Poot-poot DD, Bugsukan, Cantilan, Surigao del Sur					
		<b>SURVEY- NSHP</b>					
		<b>II. Technical Inception Briefing for the Implementation of NSHP (Fieldwork Activities)</b>					
7		Date: September 26, 2024					

25	pax	For 25 pax @ 1100 (AM/PM Snacks,Breakfast and Lunch with free-flowing coffee) <b>Location:</b> Region XIII -CARAGA, Butuan City	27,500.00				
		<b>ALMED - STO-FPMA-HVCDP</b>					
		<b>Catering services for Onsite Meeting</b> <b>Venue/Date, 2 days per meeting</b>					
83	pax	Date: October 1 -2, 2024 <b>Location:</b> Region XIII - Agusan Del Norte	99,600.00				
		For 83 pax @ 1200/pax					
		Meals Inclusion:Buffet with venue set-up(inclusive of chairs, tables with table cloth and with provision of waiter/services crew inclusive:AM/PM Snacks (Choice of Pasta, Noodles,Sanwiches, pastries, filipino Snacks, etc and drinks and free flowing coffeee Breakfast (Rice, 2 viands coffee/hot choco), Lunch/Dinner (Rice 3 main viands, 1 vegetable/soup					
<b>NOTE:</b>							
<b>Awarding: Awarding is per Line Item</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) FRANCE JOSEPHINE C. BAUTISTA  
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:

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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