



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 Region 4A - Cluster A) **End-User: HILLPEZ, SCMD** **Total ABC: 308,500.00**

Source of Fund: NSHP-Veg, NSHP-Rice, Manila Bay **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
		SCMD - Manila Bay					
30	pax	Catering for the conduct of Capacity Building May 30, 2024 Date: May 30, 2024 Location: Laguna For 30 pax @ 600/pax (AM/PM Snacks/Lunch)	18,000.00				
		HILLPEZ - NSHP-VEG					
25	pax	On-site catering services for Capacity Enhancement on Sustainable Land Management 1st Training Date: May 14, 2024 Location: Laguna For 25 pax @650 (AM/PM Snacks & Lunch)	16,250.00				
		HILLPEZ - NSHP-VEG					
25	pax	On-site catering services for Capacity Enhancement on Sustainable Land Management 2nd Training Date: August 13, 2024 Location: Laguna For 25 pax @650 (AM/PM Snacks/lunch)	16,250.00				
		ON-Site Delivery within Region IV (Tentative Laguna)					
		HILLPEZ - NSHP - RICE					
160	pax	Technical Briefing and Capacity Enhancement on Adaptive Balanced Fertilization Strategy (ABFS) for Rice Date: May 15 -16, 2024 (40 pax/1st day & 120 pax 2nd day) Location: Laguna For 160 pax @ 900	144,000.00				
		(AM/PM Snacks with free flowing brewed coffee & Lunch-with dessert & Dinner)					
		HILLPEZ - NSHP - RICE					
190	pax	Field Day/Harvest Festival Date: September 24, 2024 Location: Laguna For 190/pax @ 600/pax (AM/PM Snacks/Lunch)	114,000.00				

NOTE:							
Awarding: Awarding is per Line Item							
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:

(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:

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

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