



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 PhP500K) 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 B) **End-User: HILLPEZ, WRMD,SSD, ALMED** **Total ABC: 686,650.00**

Source of Fund: RD Other Regular, Regular, Esets Rice, Manila Bay, NSHP, STO-FPMA-HVCDP, STO-SADIP **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
1	100	HILLPEZ - RDO-ORGANIC-HILLPEZ Capacity Building of Hillyland Farmers on Production and Utilization of Organic Inputs" For 100 pax @650 (AM/PM Snacks & Lunch) Date: April 10, 2024 & September 23, 2024 Location: BSWM, Tanay, Rizal	65,000.00				
2		PR HILLPEZ - RD Other Regular NSWRRDC HILLPEZ Monthly meetings For 12 meetings (AM/PM Snacks & LUNCH) Date: January to December Location: BSWM, Tanay, Rizal	180,000.00				
3	90	HILLPEZ - RD Other Regular ON-SITE CATERING SERVICES MIDYEAR ASSESSMENT Date: March 20, July 24, September 25, 2024 Location: BSWM. Tanav. Rizal For 90 pax @ 650/pax for 3 days	58,500.00				
4	75	PR HILLPEZ - RDO Regular ON-SITE CATERING SERVICES MIDYEAR ASSESSMENT Date: June 26-28, 2024 Location: BSWM-NSWRRDC HILLPEZ, Tanay, Rizal For 75 pax @ 1050/pax (Breakfast, AM/PM Snacks/Lunch/PM Snacks/Dinner)	78,750.00				
5	75	SCMD- REGULAR Catering Services Of Tree Planting Activitiy Date: June 2024 (1 Day) Location: Tanay, Rizal For 75 pax @ 600/pax	45,000.00				
		WRMD - ESETS RICE Meals and Snacks for the conduct of Training on Soil Health Restoration/Adaptive Balanced Fertilization Strategy (ABFS) for Luzon Area					

		For 30 pax @1650 for 3 days(AM/PM Snacks/Lunch)					
6	30	pax Date: April 9 -11, 2024 Location: San Isidro, Majayjay, Laguna	49,500.00				
		SURVEY- NSHP					
		II. Technical Inception Briefing for the Implementation of NSHP (Fieldwork Activities)					
	25	pax Date: April 18, 2024 For 25 pax @ 1100 (AM/PM Snacks,Breakfast and Lunch with free-flowing coffee) Location: Batangas City, Batangas	27,500.00				
		ALMED - STO-FPMA-HVCDP					
	152	pax Catering services for Onsite Meeting Date: May 6-7, 2024 Location: Lipa, Batangas For 152 pax @ 1200	182,400.00				
		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					
		NOTE:					
		Awarding: Awarding is per Line					
		NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES					
		NOTE:					
		<i>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.</i>					

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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