



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 7)	End-User: WRMD, SURVEY, ALMED,HILLPEZ	Total ABC: 652,700.00
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Source of Fund: Esets Rice, INS Various, NSHP, NHSP-Rice, 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.
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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
		WRMD - ESETS RICE					
		Meals and Snacks for the conduct of Institutional Development Training for the Operation and Maintenance of Small-Scale Irrigation Projects (SSIPs) for Visayas Area					
		For 30 pax @1650 for 3 days(AM/PM Snacks/Lunch)					
1	30	pax Date: September 3 - 5, 2024 Location: Catmon DD/Binanigan DD, Brgy.Tayawan, Bayawan City, Negros Oriental	49,500.00				
		WRMD - ESETS RICE					
		Meals and Snacks for the conduct of Training on Soil Health Restoration/ Adaptive Balanced Fertilization Strategy (ABFS)					
		For 30 pax @ 1650 for 3 days (AM/PM/Snacks/Lunch)					
2	30	pax Date: June 25 - 27, 2024 Location: Cabase SPIS, Brgy. Nueva Vida Sur, Carmen, Bohol	49,500.00				
3	30	pax Date: October 15 - 17, 2024 Location: Banban SWIP, Brgy. Banban, Ayungon, Negros Oriental	49,500.00				
		WRMD - INS VARIOUS					
		Meals and Snacks for the conduct of Institutional Development Training for the Operation and Maintenance of Small-Scale Irrigation Projects (SSIPs) for Visayas Area					
		For 30 pax @ 1650 for 3 days (AM/PM Snacks/Lunch)					
		WRMD - INS Various					

4	30	pax	Date: May 21 - 23, 2024 Location: Bunga Ilaya DD, Brgy. Bunga Ilaya, Jagna, Bohol	49,500.00				
			SURVEY- NSHP					
			II. Technical Inception Briefing for the Implementation of NSHP (Fieldwork Activities)					
5	25	pax	Date: July 18, 2024 For 25 pax @ 1100 (AM/PM Snacks,Breakfast and Lunch with free-flowing coffee) Location: Region VII, Cebu City	27,500.00				
			HILLPEZ - NSHP - RICE					
			Technical Briefing/Capacity Building (2 Days) AM/PM Snack, Lunch and Dinner					
6	160	pax	Date: May 8-9 , 2024 (1st Day 40pax , 2nd day 120 pax) Location: Bohol For 160 pax @ 900/pax	144,000.00				
			HILLPEZ - NSHP - RICE					
7	190	pax	Field Day/Harvest Festival Date: September 18, 2024 Location: Bohol Province For 190/pax @ 600/pax (AM/PM & Lunch)	114,000.00				
			Note: Supplier shall coordinate with end-user of event at least 7 calendar days before schedule event					
			Scheduled dates are tentative and may change. Notification will be sent out to the service provider not later than 3 calendar days before the scheduled event					
			Partial payment allowed upon delivery of service					
			ALMED - STO-FPMA-HVCDP					
			Catering services for Onsite Meeting					
8	141	pax	Date: July 22 - 23, 2024 Location: Region VII, Mandaue City, Cebu For 141 pax @ 1200/pax	169,200.00				
			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 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

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

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

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