



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:

1. Bidder shall read the instructions and fill all the blanks properly.
2. Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
3. Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
4. Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
5. If applicable, offered brand name and model shall be specified.
6. Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
7. 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.**
8. Late Bids will not be accepted.
9. **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. : <u>2024 - 00 - 0009 (On-Site Catering Region 3)</u>	End-User: WRMD, LUPEZ, SSD, SCMD, ALMED	Total ABC: 722,900.00
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Source of Fund: Rice Esets, INS Various, NSHP-ABFS, NSHP, Manila Bay, STO-FPMA-HVCDP, RD Other Organic	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		
		SWRRD - NSHP-HVCC							
1	25	pax	Provision for On-Site Catering under ABFS HVCC Project of SWRRD for CY 2024					15,000.00	
			Event: Inception Meeting, 1 day (for 25 pax @600)						
			Date: July 2024						
			Location: CLSU, Science City of Munoz, Nueva Ecija						
		LUPEZ - RD OTHER REGULAR							
2	30	pax	ON-SITE CATERING SERVICES FOR TECHNICAL TRAINING FOR LUPEZ STAFF					15,000.00	
			Date: July, 2024 Location: BSWM-NSWRRDC LUPEZ, San Ildefonso, Bulacan For 30 pax @ 500/pax (AM/PM Snacks, Lunch)						
		LUPEZ- RD OTHER REGULAR							
3	40	pax	ON-SITE CATERING SERVICES FOR CAPACITY BUILDING / TRAINING					22,000.00	
			Date: May, 2024 Location: BSWM-NSWRRDC LUPEZ, San Ildefonso, Bulacan For 40 pax @ 550/pax (AM/PM Snacks, Lunch)						
		LUPEZ - RD OTHER REGULAR							
4	40	pax	ON-SITE CATERING SERVICES FOR CAPACITY BUILDING / TRAINING					22,000.00	
			Date: September, 2024 Location: BSWM-NSWRRDC LUPEZ, San Ildefonso, Bulacan For 40 pax @ 550/pax (AM/PM Snacks, Lunch)						
		LUPEZ- RD OTHER REGULAR							
5	80	pax	On-site catering services for quarterly divisional meeting of NSWRRDC LU PEZ					40,000.00	
			Date: March, June, September, November, 2024 (20 pax/month)						

		Location: BSWM-NSWRRDC LUPEZ, San Ildefonso, Bulacan For 80 pax @ 500/pax (for 4 meetings)				
		WRMD - RICE ESETS				
		Meals and Snacks for the conduct of Institutional Development Training for the Operation and Maintenance of Small-Scale Irrigation Projects (SSIPs) for Luzon Area For 30 pax @ 1650 for 3 days (AM/PM Snacks/ Lunch)				
6	30	pax	Date: May 21-23, 2024 Location: Brgy Tubo Tubo, Dinalupihan, Bataan	49,500.00		
7	30	pax	Date: October 22-24, 2024 Location: Brgy. Mt. View, Mariveles, Bataan	49,500.00		
		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)				
8	30	pax	Date: April 2-4, 2024 Location: Brgy Esperanza,Casiguran, Aurora	49,500.00		
9	30	pax	Date: June 11-13, 2024 Location: Brgy Camachile, Gabaldon, Nueva Ecija	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 Luzon Area For 30 pax @ 1650 for 3 days (AM/PM Snacks/ Lunch)				
10	30	pax	Date: July 23-25, 2024 Location: Sta. Lucia DD Brgy. Sta Lucia, Maria Aurora, Aurora	49,500.00		
11	30	pax	Date: August 6 - 8, 2024 Location: Debungbungan DD, Maria Aurora, Aurora	49,500.00		
		LUPEZ- NSHP-ABFS				
12	40	pax	Catering for Capacity Building/Training AM/PM Snacks/Lunch @ 600/pax Date: April 4, 2024 Location: San Ildefonso, Bulacan	24,000.00		
		LUPEZ- NSHP-ABFS				
13	90	pax	Catering for Harvest Festival AM/PM Snacks/Lunch @ 600/pax Date: April 8, 2024 Location: San Ildefonso, Bulacan	54,000.00		
		SURVEY- NSHP				
		II. Technical Inception Briefing for the Implementation of NSHP (Fieldwork Activities)				
14	25	pax	Date: April 18, 2024 For 25 pax @ 1100 (AM/PM Snacks,Breakfast and Lunch with free-flowing coffee) Location: Region 3, San Fernando, Pampanga	27,500.00		
		SCMD- MANILA BAY				
		Catering for the conduct of capacity building				
15	60	pax	Date: May 21 & 23, 2024 (30 pax/day) For 60 pax @ 600 (AM/PM Snacks/Lunch) Location: Region 3, Bataan	36,000.00		
		ALMED - STO-FPMA-HVCDP				
		Catering services for Onsite Meeting Venue/Date, 2 days per meeting DA-Regional Field Office in the following site:				
16	142	pax	Date: May 6 - 7, 2024 Location: Region 3, San Fernando, Pampanga	170,400.00		
			For 142 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			
		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:

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.