



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 SHOPPING:

- PhilGEPs registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)

FOR DIRECT CONTRACTING:

- PhilGEPs registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- Latest ITR (for total ABC above PhP500K)

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)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

TERMS OF REFERENCE:

Type of Procurement: Goods/Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): May 26, 2023 at 12:00PM

PR No. : <u>2023-05-0835,834 (On-Site Catering Tanay, Rizal)</u>	End-User: HILLPEZ	Total ABC: 60,000.00
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Source of Fund: RD-Regular

Term of Payment: Progress Billing upon complete delivery and submission of documentary requirement per accounting and auditing rules.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR 0835 - HILLPEZ - RD Regular				
		Catering Services (Meals and Snacks)				
		Capability Enhancement Training for July and September 2023				
		Location: NSWRDC HILLPEZ, Cuyambay, Tanay, Rizal				
		Date: July 11, 2023 & September 13, 2023				
60	pax	AM/PM Snacks and Lunch	39,000.00			
		For 30 pax/training @ 650/pax for 2 trainings				
		PR 0834 - HILLPEZ - RD IMH				
		Catering Services for the conduct of First Technical Writeshop under the Project "Improving Soil Productivity of Marginal Hillyland Through Development of Philippine Hillyland Database and Promotion of Sustainable Land Management" for CY 2023 of NSWRDC HILLPEZ	21,000.00			
		Location: NSWRDC HILLPEZ, KM 53 Brgy. Cuyambay, Tanay, Rizal				
		Date: June 14-15, 2023				
20	pax	Breakfast	200.00			
20	pax	AM Snack	150.00			

20	pax	Lunch	350.00			
20	pax	PM Snack	150.00			
20	pax	Dinner	200.00			
		For 20 pax @ 1,050.00 per pax				
NOTE:						
Awarding:						
Delivery of Requirement : Actual Date of Event per line item basis						
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:



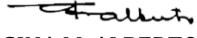
MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:



GINA M. ALBERTO
 DBM-PhilGEPS Posted

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

 Signature over Printer Name

 Name of Company

 TIN Number

 Telephone Number(s)

 Address

 Date Accomplished

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