



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):

PR No. : <u>2024-04- 581 & 636 (In-House Catering)</u>	End-User: SCMD & ALMED	Total ABC: 351,500.00
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Source of Fund: INS VARIOUS, DA BAR TRUST

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
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Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		PR 2024-04-581-SCMD					
		In - house meeting for the project entitled " Outscaling of Sustainable Land Resource Management Approach (SLRMA) in Corn-based Upland and Hilly Areas in the Provinces of Quezon and Albay					
		Location: BSWM Conference Room					
		Inclusion:					
		Meals (AM Snacks, Lunch, and PM Snacks)					
		Menu: 3 Viands (Pork/Fish/Beef and Vegetable) Dessert, Rice, bottle water/soda with free flowing coffee					
		Inclusive dates:					
30	pax	June 2024	500.00				
30	pax	July 2024	500.00				
30	pax	August 2024	500.00				
30	pax	September 2024	500.00				
		Note:					
		Supplier shall coordinate with end-user of event at least 7 calendar days before schedule event					
		Final schedule will be provided at least 5 days prior to the event/activity. 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					
		PR 2024-04-0836 - ALMED					
		IN-HOUSE CATERING					
		Integration of SAFDZ and SLM-ABFM in CLUP (Meeting on Reactivation of the SAFDZ Committee)					
		Venue: BSWM Convention Hall, Quezon City					
75	pax	Participants: LUZON-Region IVA, IVB and V	1,100.00				
		Date: May 8, 2024					
		Inclusive: AM/PM Snack, Breakfast, Lunch and Dinner					
		Breakfast: Rice 2 viands, coffee/hot choco					
		Lunch/Dinner: Rice, 3 main viands, 1 vegetable/soup					
		Dessert, Drinks					

		AM/PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino, Snacks, etc. and drinks and free-flowing brewed coffee					
75	pax	Participants: VISAYAS -Region VI, VII and VIII Date: May 24, 2024 Inclusive: AM/PM Snack, Breakfast, Lunch and Dinner Breakfast: Rice 2 viands, coffee/hot choco Lunch/Dinner: Rice, 3 main viands, 1 vegetable/soup Dessert, Drinks	1,100.00				
		AM/PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino, Snacks, etc. and drinks and free-flowing brewed coffee					
65	pax	Participants: Mindanao -Region IX, X and XIII Date: June 14, 2024 Inclusive: AM/PM Snack, Breakfast, Lunch and Dinner Breakfast: Rice 2 viands, coffee/hot choco Lunch/Dinner: Rice, 3 main viands, 1 vegetable/soup Dessert, Drinks	1,100.00				
		AM/PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino, Snacks, etc. and drinks and free-flowing brewed coffee					
50	pax	Participants: Mindanao -Region XI and XII Date: June 26, 2024 Inclusive: AM/PM Snack, Breakfast, Lunch and Dinner Breakfast: Rice 2 viands, coffee/hot choco Lunch/Dinner: Rice, 3 main viands, 1 vegetable/soup Dessert, Drinks	1,100.00				
		AM/PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino, Snacks, etc. and drinks and free-flowing brewed coffee					
NOTE:							
Awarding: Awarding is one Contract							
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