



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 LEASE OF VENUE 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: Lease of Venue
Deadline for Submission of Bids (Date and Time): July 2, 2024 at 12:00PM
PR No.: 2024-06-1054
End-User: WRMD
Total ABC: 288,000.00
Source of Fund: RICE ESSETS
Term of Payment: Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

NOTE: Please fill-out all fields.

Delivery Requirements: As stated below.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		ESETS-Rice Continuing Meals, Snacks, Accommodation and Function Room for the conduct of Regional and Provincial SWISA Board of Trustees Meeting and Planning Workshop in Ilocos Sur					
40	pax	Venue: Ilocos Sur	7,200.00				
		Date: July 17-19, 2024					
		Meals (3 days full board) @2,400 x 3 = 7,200					
		Day 1 (July 17, 2024) - Lunch, PM Snacks, Dinner)					
		Day 2 (July 18, 2024) - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)					
		Day 3 (July 19, 2024) - Breakfast, AM Snacks)					
		Accommodation					
	pax	Accommodation for 40 pax 3 days					
		Sanitized triple sharing airconditioned rooms with individual beds for social distancing					
		Function Room					
	day	Function room for 40 pax for 3 days					
		can accommodate 40 pax or more with social distancing					
		santized area					
		airconditioned room					
		with strong and reliable internet connection					
		with functional projector and projector screen					
		with functional projector and projector screen					

NOTE:							
Awarding: Awarding is one contract							
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:

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box