



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 PhP500K) 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): July 31 , 2024 at 12:00pm

PR No. : 2024-07-1200

End-User: PLANNING

Total ABC: 972,000.00

Source of Fund: REGULAR

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
		LIVE_IN SEMINAR/WORKSHOP, CATERING AND ACCOMMODATION					
		Event: BSWM FY 2024 Midyear Performance and Planning Workshop					
		Venue: Rizal, CALABARZON Region					
		Date: August 13 - 16, 2024					
380	pax	MEALS AND ACCOMMODATION	912,000.00				
		Meals (3 days full board) @2,400/pax/day					
		Day 1 (August 13, 2024)					
		- Buffet Lunch, PM Snacks, Buffet Dinner					
		Day 2 (August 14, 2024)					
		- Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner					
		Day 3 (August 15, 2024)					
		- Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner)					
		Day 4 (August 16, 2024)					
		- Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snack					
		Accommodation Requirements					
		Accommodation for 4days & 3 nights					
		At least Triple or Quadruple sharing airconditioned rooms with individual beds strong wi-fi connection (at least 200mbps)					
4	days	Function Room/Training Hall Rental	40,000.00				
		Spacious and airconditioned hall for 95 pax					
		summit-type set-up					
		strong wi-fi connection (at least 200mbps)					
4	days	Rental of Sound System, Microphone, wide screen & Other necessary Inclusions (e.g. writing kits, essential hygiene kits, etc.	20,000.00				

	Other Provisions:					
	*Flowing coffee, water and candies					
	*wide parking area					
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:


 Lorelei L. Valencia
 Procurement Coordinator
 Signature Over Printed Name

For the Bids and Awards Committee:


FRANCE JOSEPHINE C. BAUTISTA
 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:

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.