



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 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
- NECC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services

Mode of Procurement: Small Value

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

PR No. : 2023-08-1301,1300, 1296, 1416 (On-Site Luzon)	End-User: HILLPEZ, LUPEZ, ALMED	Total ABC: 604,420.00
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Source of Fund: IMH, RD_LTR, Regular, NSHP

Term of Payment: Progress Billing upon execution/completion and submission of complete documents.

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
		PR - 1301 - Tanay - RD-IMH-Hillpez					
		Catering Services for the conduct of Final Technical Writeshop of IMH Project entitled "Improving Soil Productivity of Marginal Hillyland Database and Promotion of Sustainable Land Management" NSWRRDC HILLPEZ for CY 2023					
		Location: Tanay, Rizal					
		Date: September 19-22, 2023 (4 days)					
28	pax	Meals	121,520.00				
		Inclusion: Breakfast, AM/PM Snacks, Lunch and Dinner					
		@ 1,085.00/day for 4 days x 28 pax					
		PR - 1300 - Tanay - RD-LTR-Hillpez					
		Catering Services for Long Term Research (LTR) Project entitled "Technical Writeshop for the Long Term Research on the Influence of Vermicompost Application on Soil Properties, Growth and Yield of Selected Vegetables in Three Pedo-Ecological Zone" of the National Soil and Water Resources Research and Development Center for CY 2023					
		Location: Tanay, Rizal					
		Date: October 3-6, 2023 (4 days)					
35	nax	Meals	151,900.00				
		Inclusion: Breakfast, AM/PM Snacks, Lunch and Dinner					
		@ 1,085.00/day for 4 days x 35 nax					
		PR - 1344 - Tanay - RD-Regular-Hillpez					
		Catering Services for the conduct of Year-End Review CY 2023 and Planning Workshop CY 2024 of NSWRRDC, HILLPEZ					
		Location: Tanay, Rizal					
		Date: November 14-17, 2023 (4 days)					
25	nax	Meals	105,000.00				
		Breakdown:					
		Breakfast (@200.00/pax for 4 days x 25 pax)	20,000.00				
		AM Snacks (@150.00/pax for 4 days x 25 pax)	15,000.00				
		Lunch (@350.00/pax for 4 days x 25 pax)	35,000.00				
		PM Snacks (@150.00/pax for 4 days x 25 pax)	15,000.00				
		Dinner (@200.00/pax for 4 days x 25 pax)	20,000.00				
		PR - 1296 - LUPEZ - Regular					
		Catering Services for the conduct of "Year-End Assessment of NSWRRDC LUPEZ for CY 2022 (November 23-24, 2023)					

		Location: NSWRDRC LUPEZ, San Ildefonso, Bulacan				
		Date: November 23-24, 2023 (2 days)				
80	pax	Meals	96,000.00			
		Breakdown:				
		Inclusive:				
		Day 1: Breakfast, AM/PM Snacks, Lunch	24,000.00			
		Day 2: Breakfast, AM/PM Snacks, Lunch	24,000.00			
		@ Php 600/pax x 40 pax/day for 2 days				
		Catering Services for the conduct of " Integrated Nutrient Management"				
		Location: NSWRDRC LUPEZ, San Ildefonso, Bulacan				
		Date: October 26-27, 2023 (2 days)				
		Meals				
		Inclusion:				
		Day 1: Breakfast, AM/PM Snacks, Lunch	24,000.00			
		Day 2: Breakfast, AM/PM Snacks, Lunch	24,000.00			
		@ Php 600/pax x 40 pax/day for 2 days				
		PR - 1416 - ALMED - NSHP Fund				
		Catering Services for the conduct of "On-Site Technical Inception Briefing and Capacity Enhancement on BFS under NSHP				
		Location: Ilocos Sur				
		Date: September 19, 2023				
80	pax	Meals	72,000.00			
		@ Php 900/pax x 80 pax				
		Inclusion:				
		Breakfast, Lunch with dessert, AM and PM Snacks with free flowing brewed coffee				
		Location: Ilocos Norte				
		Date: September 26, 2023				
60	pax	Meals	54,000.00			
		@ Php 900/pax x 60 pax				
		Inclusion:				
		Breakfast,Lunch with dessert, AM and PM Snacks with free flowing brewed coffee				
		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) MARIA PERPETUA P. OCAMPO
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.

