



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
- NFCC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services		
Mode of Procurement: Small Value		
Deadline for Submission of Bids (Date and Time): February 28, 2024 at 12:00PM		
PR No. :	2024-0133, 195, 275,310 (In-House Catering)	End-User: Laboratory , SWRRD,WRMD, SCMD
		Total ABC: 740,610.00
Source of Fund: NSHP, LFP-NSHP, Regular, GEP 6		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

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
	lot	Provision for IN-HOUSE CATERING	740,610.00				
		PR 01-0133 - LSD - NSHP					
		National Soil Health Program Various Meeting					
		Date: March to December 2024					
900	pax	For 90 pax/meeting @600/pax for 10 meetings Venue: BSWM, Quezon City	540,000.00				
		Inclusion: AM/PM Snack - Bottled Juice/Water and Choice of Bread, Pasta or Assorted Kakanin Lunch -rice, soup, vegetable at least 3 viands, dessert & drinks Free flowing water-coffee & tea throughout the event					
		PR 01-0195 - SWRRD - NSHP					
		Quarterly Project Meeting for ABFS HVC Project of SWRRD					
		Date: June & November 2024					
40	pax	Venue: BSWM, Quezon City For 20pax/meeting @ 600/pax for 2 meetings	24,000.00				
		PR 02-0275 - WRMD - Regular					
231	pax	BSWM 73RD ANNIVERSARY KICK-OFF ACTIVITY CELEBRATION	71,610.00				
		Date: March 12-13, 2024					
		Venue: BSWM Patio, Quezon City					
		AM Snacks					
		@ 155/pax x 2days = Php310.00/pax for 231 pax					
		Bidder to coordinate with the end-user prior submission of bids/quote and before the event					
		Inclusive: AM Snack					
		AM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Pastries, Filipino Snacks, etc					
		Drinks and Coffee					
		Place of Delivery: BSWM, Diliman, Quezon City					

