



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:**

|   |                      |                              |
|---|----------------------|------------------------------|
| <b>Type of Procurement: Goods/Services</b>  |                      |                              |
| <b>Mode of Procurement: Small Value</b>   |                      |                              |
| <b>Deadline for Submission of Bids (Date and Time): October 11, 2023 at 12:00PM</b> |                      |                              |
| <b>PR No. :</b>   | <b>2023-08- 1415</b> | <b>End-User: WRMD</b>        |
|   |                      | <b>Total ABC: 100,000.00</b> |

**Fund Source: Esets Rice Continuing**

**Term of Payment:** Upon completion of actual service and submission documentary requirement as 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) | Bid        |             |
|--|------|--|-----------|---------------|---------------------------------------|------------|-------------|
|  |      |  | Unit Cost |               |                                       | Unit Price | Total Price |
|  |      | <b>Catering Services for the conduct of Regional and Provincial SWISA Board of Trustees Meeting cum Orientation on Soil Health Restoration/Adaptive Balanced Fertilization Strategy (ABFS)</b> |           |               |                                       |            |             |
|  |      | <b>Venue: Leyte</b>  |           |               |                                       |            |             |
|  |      | <b>Date: November 22-24, 2023</b>  |           |               |                                       |            |             |
| 25   | pax  | <b>Meals and Snacks</b>  | 2,000.00  |               |                                       |            |             |
|  |      | <b>Day 1: November 22, 2023</b>  |           |               |                                       |            |             |
|  |      | - Lunch, PM Snacks, Dinner   |           |               |                                       |            |             |
|  |      | <b>@ 500/day</b>   |           |               |                                       |            |             |
|  |      | <b>Day 2: November 23, 2023</b>  |           |               |                                       |            |             |
|  |      | - Breakfast, AM Snacks, Lunch,PM Snack, Dinner   |           |               |                                       |            |             |
|  |      | <b>@ 1,000/day</b>   |           |               |                                       |            |             |
|  |      | <b>day 3: November 24, 2023</b>  |           |               |                                       |            |             |
|  |      | - Breakfast, AM Snacks   |           |               |                                       |            |             |
|  |      | <b>@ 500/day</b>   |           |               |                                       |            |             |
| <b>NOTE:</b>   |      |  |           |               |                                       |            |             |
| <b>Awarding:</b>   |      |  |           |               |                                       |            |             |
| <b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>   |      |  |           |               |                                       |            |             |
| <b>NOTE: DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE</b> |      |  |           |               |                                       |            |             |

**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

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.