



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>End-User: WRMD</b>	<b>Total ABC: 50,000.00</b>
<b>2023-08- 1417</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: Tagbilaran City, Bohol</b>					
		<b>Date: October 25-27, 2023</b>					
25	pax	<b>Meals and Snacks</b>	2,000.00				
		<b>Day 1: October 25, 2023</b>					
		- Lunch, PM Snacks, Dinner					
		@ 500/day					
		<b>Day 2: October 26, 2023</b>					
		- Breakfast, AM Snacks, Lunch, PM Snack, Dinner					
		@ 1,000/day					
		<b>Day 3: October 27, 2023</b>					
		- Breakfast, AM Snacks					
		@ 500/day					
<b>NOTE:</b>							
<b>Awarding:</b>							
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>							
<b>NOTE: ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE</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

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**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.**

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Signature over Printer Name

Name of Company

TIN Number

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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

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