



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 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): September 20, 2024 at 12:00 pm

PR No.: 2024-09-1543

End-User: ALMED

Total ABC: 97,850.00

Source of Fund: STO-FPMA-HVCDP

Term of Payment: Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

Delivery Requirements: As stated below.

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		REGION IV-B					
		<i>Participatory Meeting for the High-Value Crops Areas</i>					
17	pax	Mamburao, Occidental Mindoro	950.00				
		Date: October 1, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and Dinner					
		<i>Participatory Meeting for the High-Value Crops Areas</i>					
21	pax	Calapan, Oriental Mindoro	950.00				
		Date: October 3, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and Dinner					
		<i>Participatory Meeting for the High-Value Crops Areas</i>					
30	pax	Puerto Princesa City, Palawan	950.00				
		Date: October 8, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and Dinner					

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

