



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:**

**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 23, 2023 at 12:00PM</b>		
<b>PR No. : 2023-10-</b>	<b>End-User: SCMD</b>	<b>Total ABC: 749,000.00</b>
<b>Source of Fund: R &amp; D CORN</b>		<b>Term of Payment:</b> Upon 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
1	Lot	<b>Accommodation and Meals for the Conduct of Year-End Review and Assessment Workshop for Sustainable Land Resource Management Approach (SLRMA) with stakeholders (LGUs and DA RFOs) on November 21-24, 2023 at Dapitan City, Zamboanga del Norte</b>	749,000.00				
	pax	Accommodation: Good for 90 pax with individual beds (@6,600/pax x 90 pax	90	6,600.00			
		Meals:					
		Day 1: November 21, 2023 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)					
		Day 2: November 22, 2023 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)					
		Day 3: November 23, 2023 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)					
		Meals Menu: Rice, Vegetable, 2 vianss (choice of chicken, meat, beef of fish); dessert (sweets or fruits); with flowing coffee					
	days	Function Room for 3 days	3	5,000.00			
		with good lighting, audio/video system, and internet service, arrange in classroom-type airconditioned					
		Inclusion of 2 bus per day from November 21 -24, 2023 (at least 60 seater per bus with airconditioned and wifi)					
NOTE:							

**Awarding: Awarding is per Lot**

**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) 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.