



Republic of the Philippines
 Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
 SRDC Bldg., Elliptical Road corner Visayas Avenue,
 Diliman, Quezon City

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. The following documents shall be submitted not later than presentation for Award:

FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Latest ITR (for total ABC above PhP500K)

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
- (7) LTRFB Franchise (for vehicle rental)

TERMS OF REFERENCE:

| | | | |
|---|--|---|--|
| Type of Procurement: | <input checked="" type="checkbox"/> Goods/Services | <input type="checkbox"/> Infrastructure Project | <input type="checkbox"/> Consulting Services |
| Mode of Procurement: | Small Value | | |
| Deadline for Submission of Bids (Date and Time): | June 3, 2022 at 12:00PM | | |
| PR No. | <u>2022-05-0908</u> | End-User: | <u>Personnel</u> Total ABC: 225,000.00 |
| Source of Fund: | <u>Regular</u> | Schedule of Delivery: | Actual Date of Event |
| Mode of Award: | <input type="checkbox"/> Per Line | <input type="checkbox"/> Per Lot | <input checked="" type="checkbox"/> Per Lot |
| | | Terms of Payment: | <u>Upon Completion of Actual Service</u> |

| Qty | Unit | Item (Description and Specification) | ABC | Offered Brand | Bid | |
|-----|------|---|------------|---------------|------------|-------------|
| | | | Unit Cost | | Unit Price | Total Price |
| | | Catering Services for the conduct of the Leadership Training Programs for BSWM Supervisors | | | | |
| 1 | lot | Catering Services | 225,000.00 | | | |
| | | Inclusive of AM & PM Snacks/Lunch | | | | |
| | | Tentative Date: June 22, 29 and July 6, 13, 20, 2022 | | | | |
| | | @ 600/pax for 75 pax / day = 45, 000 x 5 days | | | | |
| | | Tentative Venue: BSWM Convention Hall | | | | |
| | | *Payment would be based on the actual number of food served | | | | |
| | | Award is per Lot | | | | |
| | | Supplier shall coordinate with end-user of event at least 7 calendar days before event | | | | |
| | | Schedule is subject to change not later than 3 calendar days before scheduled event | | | | |
| | | Payment is after every completion of actual service (Progress Billing) | | | | |

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) DENISE A. SOLANO
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:

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished