



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:

- 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.
- The documentary requirements shall be submitted with the quotation. Non attachment is a ground for disqualification.**

FOR SHOPPING:

- PhilGEPS registration number or Certificate
- Mayor's Permit

FOR DIRECT CONTRACTING:

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

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

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FOR SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Revised Omnibus Sworn Statement (for total ABC above PhP50K)
- Latest ITR (for total ABC above PhP500K)
- PCAB License (for Infrastructure Project)
- Curriculum Vitae and Professional Licenses (for Consulting Services)

TERMS OF REFERENCE:

Type of Procurement:	Goods/Services	<input checked="" type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services	<input type="checkbox"/>
Mode of Procurement:	Small Value			
Deadline for Submission of Bids (Date and Time):	October 12, 2022 at 12:00PM			
PR No.	2022-09-1408	End-User:	OAP	Total ABC: 337,000.00
Source of Fund:	ESETS-OAP			
Mode of Award:	Per Line	<input type="checkbox"/>	Per Lot	<input checked="" type="checkbox"/>
				Schedule of Delivery: Actual Date of Event
				Terms of Payment: Upon Completion of Actual Service

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		Capacity Enhancement on the Operations of CFBW in Region V and VIII				
1	lot	Meals and Accommodation	337,000.00			
		(Php 1,800/day x 3 days = 5,400/pax x 55 pax)	297,000.00			
		Date: October 18 to 20, 2022				
		Check-in Date: October 18, 2022				
		Check- Out Date: October 20, 2022				
		Venue: Within the vicinity of Camarines Sur Province				
		Inclusion:				
		Hotel Accommodation and Meals @1800/pax/day				
		Venue (Function Hall for 3 days) -Php5,000/day	15,000.00			
		Vehicle (5 Vans) From Hotel to Site Visitation @Php 5,000/unit	25,000.00			
		Single room/Twin-sharing room				
		At most 2 persons/room				
		Full meal package with complimentary breakfast				
		Use of conference room, sound system and amenities				
		Classroom type with good internet connection				
		* Subject to change due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units				

