



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) Copy of Franchise (LTFRB)

### TERMS OF REFERENCE:

<b>Type of Procurement:</b> Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>	
<b>Mode of Procurement:</b> Small Value	
<b>Deadline for Submission of Bids (Date and Time):</b> September 16, 2022 at 12:00PM	
<b>PR No.</b> 2022-09-1416, 1417 & 1414	<b>End-User:</b> SWRRD, 1417 & Total ABC: 223,500.00 1414
<b>Source of Fund:</b> STO-EOPS, Rice Esets, PD 1435/ISO	<b>Schedule of Delivery:</b> Actual
<b>Mode of Award:</b> Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>	<b>Terms of Payment:</b> Upon completion of service (progress billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
<b>In-House Catering - SWRRD</b>						
<b>PR-2022-09-1416</b>						
<b>Training on Molecular Identification of Soil Microorganisms Using Polymerase Chain Reaction (PCR)</b>						
Venue: BSWM, Quezon City						
1	lot	Meals and Snacks	<b>18,000.00</b>			
@ Php 600/pax for 15 pax/day for 2 days						
Date: September 26 to 27, 2022						
Inclusion:						
Brewed Coffee (free-flowing)						
AM Snacks						
Lunch (1 Vegetable; 1 seafoods; 1 Meat/Beef; Dessert)						
PM Snacks						
can be served packed						
<b>PR-2022-09- 1414</b>						
<b>LSD Monthly Quality Meeting - PD 1435</b>						
1	lot	Meals and Snacks	<b>148,500.00</b>			
Venue: LSB Conference Room BSWM, Q.C						
Lunch						
For 50 participants/day @ 300/pax						
Dates:						
50	pax	September 2022	15,000.00			
50	pax	October 2022	15,000.00			
50	pax	Nov-22	15,000.00			
50	pax	December 2022	15,000.00			

		<b>ISO Maintenance</b>			
50	pax	<b>Meals and Snacks</b>	88,500.00		
		For 50 pax/day for 3 days			
		AM Snacks: Bottled Juice and Choice of bread			
		PM Snacks: Bottled Juice and Choice of Pasta			
		Lunch:			
		(rice, soup, vegetables at least 3 viands, dessert & drinks free flowing waterm coffee & tea throughout the event)			
		<b>PR-2022-09-1417</b>			
		<b>National SWISA BOT Meeting</b>			
		Venue: BSWM Lecture Room			
1	lot	<b>Meals and Snacks</b>	<b>57,000.00</b>		
		<b>Date: September 28, 2022</b>	13,000.00		
		Php 650/pax x 1 day for 20 pax = Php 650.00			
		- 1 Snacks (PM) and 1 Lunch, 1 Dinner			
		<b>Date: September 29 - 30, 2022</b>	44,000.00		
		Php 1,100/pax x 2 days for 20 pax /day			
		- 2 Snacks (AM/PM) and 2 Lunch, 2 Dinner, 2 breakfast			
		<b>Award is per Lot</b>			
		<b>Supplier shall coordinate with end-user of event at least 7 calendar days before event</b>			
		<b>Schedule is subject to change not later than 3 calendar days before scheduled event</b>			
		<b>Payment is after every completed of service (Progress Billing)</b>			
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>					
<b>NOTE:</b>	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