



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.
- 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 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)
- Copy of LTFRB (Franchise) for Vehicle Rental

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

TERMS OF REFERENCE:

Type of Procurement:	Goods/Services	Structure Project	Consulting Services
Mode of Procurement:	Small Value		
Deadline for Submission of Bids (Date and Time):	November 21, 2022 at 12:00PM		
PR No.	2022- 09 - 1432	End-User:	WRMD Total ABC: 502,000.00
Source of Fund:	INS Various		
Mode of Award:	Per Line	Lot	Terms of Payment: Upon Completion of Actual Service

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		Conduct of Year-End Performance Review and Planning Workshop for the Implementation of Small-Scale Irrigation Projects (SSIPs) under the DA-Banner Program				
1	lot	Lease of Venue inclusive of Meals and Accommodation, Function Room	502,000.00			
		Date: November 29 to December 2, 2022				
		Venue: Rizal Province				
		Meals and Accommodation				
60	pax	Day 1 - 3 November 29 to December 1, 2022 Full Board	6,600.00			
		Php 2,200.00/day x 3 days = Php 6,600.00				
60	pax	Day 4 December 2, 2022 - Meals only @ 2,200.00/day x 0.5 day = Php 1, 100.00	1,100.00			
		Meals for 60 pax for 3.5 days (buffet breakfast, AM Snack, buffet lunch, PM snack and buffet dinner)				
		- Accommodation for 60 pax for 3.5 days				
		- Sanitized triple sharing airconditioned rooms with individual beds for social distancing				
		- with strong and reliable internet connection				

	Function Room	40,000.00			
	- daily use of function room with overtime				
	- can accommodate 60 pax or more with social distancing				
	- sanitized area				
	- airconditioned room				
	- with strong and reliable internet connection				
	- inclusive of activity tarpaulin, sound system, LCD projector, and projector screen				
	- with chairs and table setup				
	Award 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				
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