



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

#### 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 Php50K)
- (4) Latest ITR (for total ABC above Php500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)

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

#### TERMS OF REFERENCE:

<b>TERMS OF REFERENCE:</b>			
<b>Type of Procurement:</b>	<input checked="" type="checkbox"/> Goods/Services	<input checked="" type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
<b>Mode of Procurement:</b>	<input checked="" type="checkbox"/> Small Value		
<b>Deadline for Submission of Bids (Date and Time):</b>	October 12, 2022 at 12:00PM		
<b>PR No.</b>	<u>2022-09-1475</u>	<b>End-User:</b>	<u>OAP</u> <b>Total ABC:</b> 251,000.00
<b>Source of Fund:</b>	<u>ESETS-OAP</u>		
<b>Mode of Award:</b>	<input type="checkbox"/> Per Line	<input type="checkbox"/> Per Lot	<input checked="" type="checkbox"/> Per Item
	<b>Schedule of Delivery:</b> Actual Date of Event		
	<b>Terms of Payment:</b> <u>Upon Completion of Actual Service</u>		

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Capacity Enhancement on the Operations of CFBW in Region IX and XII</b>				
1	lot	<b>Meals and Accommodation</b>	<b>251,000.00</b>			
		(Php 1,800/day x 3 days = 5,400/pax x 40 pax)	216,000.00			
		Date: October 25 to 27, 2022				
		Check-in Date: October 25, 2022				
		Check- Out Date: October 27, 2022				
		<b>Venue: Within the vicinity of General Santos City</b>				
		Inclusion:				
		Hotel Accommodation and Meals @1800/pax/day				
		Venue (Function Hall for 3 days) -Php5,000/day	15,000.00			
		Vehicle (4 Vans) From Hotel to Site Visitation @Php 5,000/unit	20,000.00			
		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				

