



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:**

<b>Type of Procurement:</b>	Goods/Services <input 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> October 25, 2022 at 12:00PM			
<b>PR No.</b>	2022-10- 1593	<b>End-User:</b>	SCMD Total ABC: 855,000.00
<b>Source of Fund:</b> Regular		<b>Schedule of Delivery:</b> Actual Date of Event	
<b>Mode of Award:</b>	Per Line <input type="checkbox"/> or Lot <input type="checkbox"/>	<b>Terms of Payment:</b> Upon Completion of Actual Service	

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>Conduct of FY 2022 Planning Workshop of the Field Programs Operational Planning Division (FPOPD)</b>				
1	lot	<b>Meals and Accommodation</b>	<b>765,000.00</b>			
		Date: December 12-16, 2022				
		Venue: Baguio City				
		For 85 pax @ 1,800/day x 5 days				
		Accommodation: 2 pax per room with individual beds				
		<b>Meals:</b>				
		Day 1 December 12, 2022 AM Snack, Lunch, PM Snack, Dinner				
		Day 2 December 13, 2022 Breakfast, AM Snack, Lunch, PM Snack, Dinner				
		Day 3 December 14, 2022 Breakfast, AM Snack, Lunch, PM Snack, Dinner				
		Day 4 December 15, 2022 Breakfast, AM Snack, Lunch, PM Snack, Dinner				
		Day 5 December 16, 2022 Breakfast, AM Snack, Lunch, PM Snack				

		Meals Menu: Rice, Vegetable, 2 viands (choice of chicken, meat, beef or fish), dessert (sweets or fruits)				
		<b>Inclusive of the following:</b>				
		Pax and where physical distancing				
		Reliable wifi connection				
		Sanitary kits (alcohol and facemask)				
		<b>Vehicle</b>	90,000.00			
		Transportation of 85 pax QC to Baguio City VICE VERSA				
		December 12, 2022				
		December 16, 2022				
		Van (10-12 pax per Van)				
		<b>Award 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 completion of actual service</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