



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 PhP500K)
- 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	Infrastructure Project	Consulting Services
Mode of Procurement:	Small Value		
Deadline for Submission of Bids (Date and Time): October 25, 2022 at 12:00PM			
PR No.	2022-10-1582, 1596	End-User:	WRMD Total ABC: 176,300.00
Schedule of Delivery: Actual Date of Event			

Source of Fund: RICE-ESETS

Mode of Award: Per Line or Lot Terms of Payment: Upon completion of service (progress billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR 2022-10-1609 - Regular				
		For the Conduct of Various COMMITTEE MEETINGS for Bureau of Soils and Water Management - Asian Soil Patnership Presentation of Accomplishment and Activities for FY 2022				
1	lot	Meals and Snacks	148,800.00			
		Date: November - December				
		Over-all Committee Meeting				
		Meals and Snacks				
		For 35 pax @ 600/pax	21,000.00			
		Committee on Procurement and Finance	21,600.00			
		Meals and Snacks				
		For 12 pax @ 600/pax for 3 meetings = 1,800/day)				
		Program and Invitation Committee	27,000.00			
		Meals and Snacks				
		For 15 pax @ 600/pax for 3 meetings = 1,800/day)				
		Documentation and Secretariat Committee	21,600.00			
		Meals and Snacks				
		For 12 pax @ 600/pax for 3 meetings = 1,800/day)				
		Committee on Physical Arrangement and Logistics	36,000.00			
		Meals and Snacks				
		For 20 pax @ 600/pax for 3 meetings = 1,800/day)				

		Committee on Food	21,600.00			
		Meals and Snacks				
		For 12 pax @ 600/pax for 3 meetings = 1,800/day)				
		Note: Exact schedule of meeting to be coordinated with the caterer at least 3-5 days before the meeting				
		PR 2022-10-1623 - WRMD - Rice Esets				
		Preparatory Meeting for the National SWISA BOT Yearend Performance Review and Planning Workshop				
25	pax	Meals and Snacks	27,500.00			
		Venue: BSWM Function Room				
		Date: November 21, 2022				
		For 25 pax @ 1,100/pax				
		Inclusion: 2 Snacks (AM/PM) and 1 Lunch, 1 Breakfast, 1 Dinner per day				
		Award is 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 completed of service (Progress Billing)				
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