



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)
- (7) Copy of Franchise (LTFRB)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>	
Mode of Procurement: Small Value	
Deadline for Submission of Bids (Date and Time): October 12, 2022 at 12:00PM	
PR No. 2022-09-1525, 1519, 1516	End-User: Budget, DO-QMS, Total ABC: 426,000.00 PMS
Source of Fund: Regular, GAS-QMS	Schedule of Delivery: Actual
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>	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 2022-10-1525 - BUDGET - Regular						
Meals and Snacks						
		Re-Echo Training on the Use of Microsoft Excel/Google Sheet for Database Management (Online Platform (Zoom))	96,000.00			
		Date: October 25-28, 2022				
		No. of Days: 4 days				
40	pax	AM Snacks	150.00			
40	pax	LUNCH	300.00			
40	pax	PM Snacks	150.00			
PR 2022-10-1519 - QMS - GAS-QMS						
Risk Management Training						
50	pax	Meals and Snacks	30,000.00			
		Date: October 19-20, 2022				
		Venue: BSWM, Quezon City				
		P600/pax				
PR 2022-10-1516 - PMS - Regular						
BAC Meeting						
300	pax	Meals and Snacks	300,000.00			
		Date: November to December				
		Venue: BSWM, Quezon City				
		P600/pax for 50/day for 5 meetings/month				
		= 150,000 x 2 months				
		Inclusion: AM Snacks, Lunch with dessert, PM Snacks with brewed coffee, bottled water & Can Juice				
		Charged to: Regular				

	Award is per LINE				
	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

