



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 elctronically through procurement@bswm.da.gov.ph.**
- Late Bids will not be accepted.
- The documentary requirements shall be 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 LTRFB (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): February 6, 2023 at 12:00PM							
PR No.		End-User: SWRRD/Planning /		Total ABC: 926,000.00			
2023-01-198,197,196,185,184 & 164		Budget/ LSD					
Fund Source: Rice Esects		Schedule of Delivery: Actual Date					
Mode of Award: Per Line		r Lot		Terms of Payment: Upon completion of Activity			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid		
			Unit Cost		Unit Price	Total Price	
		IN-HOUSE CATERING SERVICES					
		PR 2023-01-0198 - SWRRD - RD Other Regular					
		Meals and Snacks					
		Catering Services for Consultation Workshops CY 2023					
		Venue: BSWM Quezon City					
		Date :March 2023					
100	pax	Luzon	60,000.00				
		@600/pax x 100 pax					
40	pax	Visayas (Online)	24,000.00				
		@600/pax x 40 pax					
40	pax	Mindanao	24,000.00				
		@600/pax x 40 pax					
		Details: AM Snacks & PM Snacks					
		Lunch (3 viands, rice, desserts and drinks)					
		Flowing Coffee & Water					
		PR 2023-01-0196 - SWRRD - ASP-PSP (LSD)					
		Meals and Snacks					

		Catering Services for Meeting (Internal/External Meeting) 2023				
		Venue: BSWM, Quezon City				
		Organizational Meeting:				
150	pax	March 2023	90,000.00			
		@600/day for 150 pax				
		Regular Meeting for				
25	pax	February	15,000.00			
25	pax	April	15,000.00			
25	pax	May	15,000.00			
25	pax	July	15,000.00			
		@600/day for 100 pax				
		Details: AM Snacks & PM Snacks				
		Lunch (3 viands, rice, desserts and drinks)				
		Coffee and Water				
		PR 2023-01-0197 - SWRRD - ASP-PSP (LSD)				
		Meals and Snacks				
		Catering Services for Technical Training/Seminars/Conferences:				
		General Assembly				
150	pax	June 8, 2023	90,000.00			
		@600/day for 150 pax				
		Details: AM Snacks & PM Snacks				
		Lunch (3 viands, rice, desserts and drinks)				
		Flowing Coffee and Water				
		PR 2023-01-0185 - Planning - Regular Fund				
		Catering Services				
		Planning-Related Meeting				
		Meeting on FY 2024 Repotorial Requirements				
30	pax	Meals and Snacks	18,000.00			
		Date: December 12, 2023				
		Venue: BSWM Convention Hall				
		AM Snacks/Lunch/PM Snakcs				
		@600/day for 30 pax				
		RDS Meeting - Pre-In House Review				
100	pax	Meals and Snacks	60,000.00			
		Date: April 19-20, 2023				
		Venue: BSWM Convention Hall				
		AM Snacks/Lunch/PM Snakcs				
		@600/day for 30 pax				
		RDS Meeting/Deliberation				
40	pax	Meals and Snacks	24,000.00			
		Date: April 26, 2023				
		Venue: BSWM Convention Hall				
		AM Snacks/Lunch/PM Snakcs				
		@600/day for 30 pax				
		Agency In-House Review				
100	pax	Meals and Snacks	60,000.00			
		Date: May 17-18, 2023				
		Venue: BSWM Convention Hall				
		AM Snacks/Lunch/PM Snakcs				
		@600/day for 30 pax				
		*With Flowing Coffee				
		PR 2023-01-0184 - Budget - Regular Fund				
		Monthly Meeting				
110	pax	Meals and Snacks	66,000.00			
		Date: February to December 2023				

		Venue: BSWM, QC				
		AM Snacks/Lunch/PM Snakcs				
		@600/day for 10 pax/month for 11 months				
		PR 2023-01-0164 - LSD				
		Catering Services for the Conduct of the follwing:				
		FUND Charge : ISO Maintenance				
		LSD Quality Meeting				
		Meals & Snacks				
50	pax	March 29, 2023	25,000.00			
50	pax	April 26, 2023	25,000.00			
50	pax	May 31, 2023	25,000.00			
50	pax	June 28, 2023	25,000.00			
50	pax	July 26, 2023	25,000.00			
50	pax	August 30, 2023	25,000.00			
50	pax	September 23, 2023	25,000.00			
50	pax	October 25, 2023	25,000.00			
50	pax	November 21, 2023	25,000.00			
50	pax	December 13, 2023	25,000.00			
		Venue: LSD Conference Room				
		Meals & Snacks @500/day for 50 pax				
		AM Snacks: Bottled Juice and Choice of Bread				
		PM Snacks: Bottled Juice and Choice of Pasta				
		Lunch: (rice, soup, vegetable at least 3 viands, dessert & drinks)				
		Free flowing water, coffee & tea throughout the event				
		Fund Charge: REGULAR				
		LSD Document Review				
		Meals and Snacks				
50	pax	March 15, 2023	25,000.00			
50	pax	May 10, 2023	25,000.00			
50	pax	August 16, 2023	25,000.00			
50	pax	November 8, 2023	25,000.00			
		Venue: LSD Conference Room				
		Meals & Snacks @500/day for 50 pax				
		AM Snacks: Bottled Juice and Choice of Bread				
		PM Snacks: Bottled Juice and Choice of Pasta				
		Lunch: (rice, soup, vegetable at least 3 viands, dessert & drinks)				
		Free flowing water, coffee & tea throughout the event				
		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:		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) MARIA PERPETUA P. OCAMPO

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

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

9438164

Procuring Entity

BUREAU OF SOILS AND WATER MANAGEMENT

Title

Procurement of Catering Services (In-House)

Area of Delivery

Metro Manila

Solicitation Number:	BSWM PR 2023-01--198, 197,196,185,184,164 (In-Hous	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	31/01/2023
Approved Budget for the Contract:	PHP 926,000.00	Last Updated / Time	30/01/2023 14:35 PM
Delivery Period:	44 Day/s	Closing Date / Time	06/02/2023 12:00 PM
Client Agency:			
Contact Person:	Gina Marzan Alberto Administrative Officer II SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman Quezon City Metro Manila Philippines 1101 63-2-82732474 Ext.3218 procurement@bswm.da.gov.ph		

Description
IN-HOUSE CATERING SERVICES PR 2023-01-0198 - SWRRD - RD Other Regular Meals and Snacks Catering Services for Consultation Workshops CY 2023 Venue: BSWM Quezon City Date :March 2023 100 pax Luzon @600/pax x 100 pax 40 pax Visayas (Online) @600/pax x 40 pax 40 pax Mindanao @600/pax x 40 pax Details: AM Snacks & PM Snacks Lunch (3 viands, rice, desserts and drinks) Flowing Coffee & Water PR 2023-01-0196 - SWRRD - ASP-PSP (LSD) Meals and Snacks Catering Services for Meeting (Internal/External Meeting) 2023 Venue: BSWM, Quezon City Organizational Meeting: 150 pax March 2023 @600/day for 150 pax

Regular Meeting for
25 pax February
25 pax April
25 pax May
25 pax July
@600/day for 100 pax
Details: AM Snacks & PM Snacks
Lunch (3 viands, rice, desserts and drinks)
Coffee and Water

PR 2023-01-0197 - SWRRD - ASP-PSP (LSD)
Meals and Snacks
Catering Services for Technical Training/Seminars/Conferences:
General Assembly
150 pax June 8, 2023
@600/day for 150 pax
Details: AM Snacks & PM Snacks
Lunch (3 viands, rice, desserts and drinks)
Flowing Coffee and Water

PR 2023-01-0185 - Planning - Regular Fund
Catering Services
Planning-Related Meeting
Meeting on FY 2024 Repotential Requirements
30 pax Meals and Snacks
Date: December 12, 2023
Venue: BSWM Convention Hall
AM Snacks/Lunch/PM Snacks
@600/day for 30 pax

RDS Meeting - Pre-In House Review
100 pax Meals and Snacks
Date: April 19-20, 2023
Venue: BSWM Convention Hall
AM Snacks/Lunch/PM Snacks
@600/day for 30 pax

RDS Meeting/Deliberation
40 pax Meals and Snacks
Date: April 26, 2023
Venue: BSWM Convention Hall
AM Snacks/Lunch/PM Snacks
@600/day for 30 pax

Agency In-House Review
100 pax Meals and Snacks
Date: May 17-18, 2023
Venue: BSWM Convention Hall
AM Snacks/Lunch/PM Snacks
@600/day for 30 pax

*With Flowing Coffee

PR 2023-01-0184 - Budget - Regular Fund
Monthly Meeting
110 pax Meals and Snacks
Date: February to December 2023
Venue: BSWM, QC
AM Snacks/Lunch/PM Snacks
@600/day for 10 pax/month for 11 months

PR 2023-01-0164 - LSD
Catering Services for the Conduct of the following:
FUND Charge : ISO Maintenance
LSD Quality Meeting
Meals & Snacks
50 pax March 29, 2023
50 pax April 26, 2023
50 pax May 31, 2023
50 pax June 28, 2023
50 pax July 26, 2023
50 pax August 30, 2023
50 pax September 23, 2023
50 pax October 25, 2023
50 pax November 21, 2023
50 pax December 13, 2023
Venue: LSD Conference Room
Meals & Snacks @500/day for 50 pax
AM Snacks: Bottled Juice and Choice of Bread
PM Snacks: Bottled Juice and Choice of Pasta

Lunch: (rice, soup, vegetable at least 3 viands, dessert & drinks)
Free flowing water, coffee & tea throughout the event

Fund Charge: REGULAR

LSD Document Review

Meals and Snacks

50 pax March 15, 2023

50 pax May 10, 2023

50 pax August 16, 2023

50 pax November 8, 2023

Venue: LSD Conference Room

Meals & Snacks @500/day for 50 pax

AM Snacks: Bottled Juice and Choice of Bread

PM Snacks: Bottled Juice and Choice of Pasta

Lunch: (rice, soup, vegetable at least 3 viands, dessert & drinks)

Free flowing water, coffee & tea throughout the event

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)

Enduser: SWRRD/Planning/Budget/LSD

Deadline for submission of bids: February 6, 2023 at 12:00PM

Please attach/submit the following documents with your quotation: copy of (1) PHILGEPS registration number or certificate; (2) mayor's permit, (3) Updated Ommibus Sworn Statement for ABC above Php 50K; (4) Latest Income/Business tax return for ABC above 500K; (5) PCAB License for Infrastructure Project; and (6) Curriculum Vitae and/or Professional License for Consulting Services.

The Bureau of Soils and Water Management (BSWM) invites interested parties to bid/quote for the above listed item/s.

Kindly submit your quotation for the purchase of the above requirement, (indicating our Solicitation Number) address to ENGR. EDUARDO V. ALBERTO, BAC Chairperson.

The drop box for your Bids/Quotations is located at the BSWM Lobby.

The BSWM reserves the right to reject any or all bids to declare the bidding a failure or waive any or all information or to award such bids to the supplier whose bid is considered most advantageous to the government.

Created by Gina Marzan Alberto

Date Created 30/01/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.