



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:

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. **Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- (3) Latest ITR (for total ABC above PhP500K)

FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- (3) Revised **Notarized 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 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

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): April 24, 2023 at 12:00PM

PR No.	2023-04 - 0651 & 647 (On-site Catering Region 3 & IVA)	End-User:	SWRRD/ HILLPEZ	Total ABC:	686,000.00
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Source of Fund: LFF-NSHP-Survey & ALMED

Terms of Payment: Upon completion of Actual Services and submission of documentary requirement per accounting and auditing rules

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR -04-0647 - ALMED - NSHP				
		Catering Services for the Conduct of Technical Briefing/Capacity Building (2 days) on May 16-17, 2023 at Region 1 (Brgy. Busaoit, Bacnotan, La Union)				
160	pax	Full Board Meal (AM/PM Snacks, Lunch and Dinner	144,000.00			
		Day 1 - @ 40 pax @ 900/pax				
		Day 2 - @120 pax @900/pax				
		Field Day/Harvest Festival, 1 day				
		Region 1 (Brgy. Busaoit, Bacnotan, La Union				
		Date: October 12, 2023				
190	pax	AM/PM Snack and Lunch Only	114,000.00			
		@ 600/day/pax				
		Payment is after every completion of actual service				
		Technical Briefing/Capacity Building (2 days)				
		Date: May 9-10, 2023				
160	pax	Full Board Meal (AM/PM Snacks, Lunch and Dinner	144,000.00			

		CAR (Brgy. Bulo, Tabuk City)			
		Day 1 - '@ 40pax @ 900/pax			
		Day 2 - '@ 120 pax @ 900/pax			
		Field Day/Harvest Festival			
190	pax	AM/PM Snack, Lunch	114,000.00		
		CAR (Brgy. Bulo, Tabuk City)			
		October 26, 2023			
		@600/pax for 190 pax			
		PR -04-0651 - SURVEY - NSHP			
		Meals and Snacks			
		Buffet Set-up (inclusive of chairs, tables with table cloth and with provision of waiter/service crew) Inclusive: AM/PM Snacks, Breakfast, Lunch)			
		Technical Inception Briefing for the Implementation of NSHP (Fieldwork Activities)			
		Lingayen Pangasinan			
80	pax	Date: May 16, 2023	80,000.00		
		@ 80 pax/1,000/day			
		Bayombong, Nueva Vizcaya			
30	pax	Date: June 20, 2023	30,000.00		
		@ 1000/pax/day for 30 pax			
		Baler, Aurora			
30	pax	Date: July 11, 2023	30,000.00		
		@ 1000/pax/day for 30 pax			
		San Fernando City, La Union			
30	pax	Date: September 28, 2023	30,000.00		
		@ 1000/pax/day for 30 pax			
NOTE:					
Awarding: Awarding is per line-item basis					
Delivery Requirement/s : Actual Date of Event per line-item basis					
NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES					
NOTE: OR BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF					

Reviewed by:

Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:


MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:


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
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Telephone Number(s)	Address	Date Accomplished
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The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.