



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.
- 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:

- 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 **Notarized 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

**Mode of Procurement:** Small Value

**Deadline for Submission of Bids (Date and Time):** March 20, 2023 at 12:00PM

PR No.	2023-03-0390 (On-Site Catering CLUSTER I Region IX & BARRM Mindanao Area)	End-User: GSITD	Total ABC: 516,000.00
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**Source of Fund:** NSHP

**Term of Payment:** Progress Billing upon complete delivery 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
		<b>Region IX</b>				
		<b>Catering Services (Meals and Snacks)</b>	258,000.00			
		<b>Inclusion: AM/PM Snack, Lunch &amp; Dinner</b>				
		<b>Technical Briefing/Capacity Building</b>				
		Location: Zamboanga Del Sur				
40	pax	<b>DAY 1: April 12, 2023</b>				
		<b>@ Php 900/pax for 40 pax</b>				
120	pax	<b>DAY 2: April 13, 2023</b>				
		<b>@ Php900/pax for 120pax</b>				
		<b>Catering Services (Meals and Snacks)</b>				
		<b>Inclusion: AM/PM Snack, Lunch</b>				
		<b>Field Day/Harvest Festival</b>				
		Location: Zamboanga Del Sur				
190	pax	<b>Date: August 16, 2023</b>				
		<b>@ Php 600/pax for 190 pax</b>				
		<b>Region BARRM</b>				
		<b>Catering Services (Meals and Snacks)</b>	258,000.00			
		<b>Inclusion: AM/PM Snack, Lunch &amp; Dinner</b>				
		<b>Technical Briefing/Capacity Building</b>				
		Location: Maguindanao				
40	pax	<b>DAY 1: April 26, 2023</b>				
		<b>@ Php 900/pax for 40 pax</b>				

