



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

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Latest ITR (for total ABC above PhP500K)

FOR SMALL VALUE PROCUREMENT:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (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): March 20, 2023 at 12:00PM

PR No.
2023-03- 391, 392,393, 394395 (On-Site Catering CLUSTER 2 Region X & XI Mindanao Area)

End-User: SCMD/HIGHPEZ **Total ABC:** 483,000.00

Source of Fund: NSHP, RD-LTR, RD MAR, RD-REG

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
		Region X				
		PR 391 - SCMD - NSHP				
		Catering Services (Meals and Snacks)	258,000.00			
		Inclusion: AM/PM Snack, Lunch & Dinner				
		Technical Briefing				
		Location: Plaridel, Misamis Occidental				
40	pax	DAY 1: June 7, 2023				
		@ Php 900/pax for 40 pax				
		Capacity Building				
		Location: Plaridel, Misamis Occidental				
120	pax	DAY 2: June 8, 2023				
		@ Php900/pax for 120pax				
		Catering Services (Meals and Snacks)				
		Inclusion: AM/PM Snack, Lunch				
		Field Day/Harvest Festival				
		Location: Plaridel, Misamis Occidental				
190	pax	Date: October 12, 2023				
		@ Php 600/pax for 190 pax				
		Region X				
		PR 392 - HIGHPEZ - RD-LTR				
105	pax	Catering Services (Meals and Snacks)	63,000.00			

		Inclusion: AM/PM Snack, Lunch			
		2023 NSWRDC-HIGHPEZ Year-End Performance Assessment and Planning Review			
		Venue: NSWRDC-HIGHPEZ, Dalwangan, Malaybalay City, Bukidnon			
		Date: November 15 - 17, 2023			
35	pax	Day 1 : November 15, 2023			
		AM/PM/LUNCH			
35	pax	Day 2 : November 16, 2023			
		AM/PM/LUNCH			
35	pax	Day 3 : November 17, 2023			
		AM/PM/LUNCH			
		@ Php 600/pax for 35 pax/day for 3 days			
		Note: Delivery On-Site			
		Region XI			
		PR 393 - HIGHPEZ - RD-MAR			
90	pax	Catering Services (Meals and Snacks)	54,000.00		
		Inclusion: AM/PM Snack, Lunch			
		Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Highlands"			
		Venue: Marilog District, Davao City			
		Date: June 28-30, 2023			
		Day 1 : June 28, 2023			
30	pax	AM/PM/LUNCH			
		Day 2 : June 29, 2023			
30	pax	AM/PM/LUNCH			
		Day 3 : June 30, 2023			
30	pax	AM/PM/LUNCH			
		@ Php 600/pax for 30 pax/day for 3 days			
		Note: Delivery On-Site			
		PR 394 - HIGHPEZ - RD-MAR			
90	pax	Catering Services (Meals and Snacks)	54,000.00		
		Inclusion: AM/PM Snack, Lunch			
		Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Highlands"			
		Venue: Marilog District, Davao City			
		Date: October 4-6, 2023			
		Day 1 : October 4, 2023			
30	pax	AM/PM/LUNCH			
		Day 2 : October 5, 2023			
30	pax	AM/PM/LUNCH			
		Day 3 : October 6, 2023			
30	pax	AM/PM/LUNCH			
		@ Php 600/pax for 30 pax/day for 3 days			
		Note: Delivery On-Site			
		Region X			
		PR 395 - HIGHPEZ - RD- REGULAR			
90	pax	Catering Services (Meals and Snacks)	54,000.00		
		Inclusion: AM/PM Snack, Lunch			
		Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Highlands"			
		Venue: Basac, Lantapan, Bukidnon			
		Date: April 19-21, 2023			
30	pax	Day 1 : April 19, 2023			
		AM/PM/LUNCH			
30	pax	Day 2 : April 20, 2023			
		AM/PM/LUNCH			
30	pax	Day 3 : April 21, 2023			
		AM/PM/LUNCH			

		@ Php 600/pax for 30 pax/day for 3 days				
		Note: Deliver On-Site				
NOTE:						
Awarding: Awarding is per line-item basis						
Delivery Requirement/s : Actual Date of Event per line-item						
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:



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

 Telephone Number(s)

 Address

 Date Accomplished

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.