



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 SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- Revised Notarized Omnibus Sworn Statement (for total ABC above PhP50K) validity within 3 months upon submission
- 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
- NFCC (Infra)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): May 3, 2024 at 12:00PM

PR No. :	2024-04-0655 & 684 On-Site Catering Region VI	End-User: LSD & ALMED	Total ABC: 331,500.00
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Source of Fund: NSHP-FPMA - HVCDP

Term of Payment: Progress Billing payment shall be made every completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

Delivery Requirements:

Actual Date of Event

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		PR 2024-04-0655- WRMD - NSHP					
		ABFS for Rice					
40	pax	Technical Briefing	900.00				
		AM/PM Snack, Lunch and Dinner					
		Date: September 3, 2024					
90	pax	Capacity Building	900.00				
		AM/PM Snack, Lunch and Dinner					
		Date: September 4, 2024					
120	pax	Farmer's Field Day/Harvest Festival	600.00				
		AM/PM Snack and Lunch					
		Date: December 19, 2024					
		Location: Polangui, Albay					
		PR 2024-04-0684-ALMED FPMA-HVCDP					
		On-site Catering- REGION V					
		Participatory Meeting for the High-Value Crops Areas					
18	pax	Daet, Camarines Norte	950.00				
		Date: July 23, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and</i>					
43	pax	Pili, Camarines Sur	950.00				
		Date: July 25, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and</i>					
17	pax	Sorsogon City, Sorsogon	950.00				
		Date: July 30, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and</i>					

24	pax	Masbate City, Masbate	950.00				
		Date: August 1, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and					
21	pax	Virac, Catanduanes	950.00				
		Date: August 6, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and					
27	pax	Legazpi City, Albay	950.00				
		Date: August 8, 2024					
		Full board meal with flowing coffee					
		Inclusions: Am Snack and PM Snack, Lunch and					
NOTE:							
Awarding: Awarding is per site							
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) FRANCE JOSEPHINE C. BAUTISTA
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:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished

Please check the box for your mode of submission:

Manual submission (through BSWM canvasser)
 Email/ BSWM Drop Box