



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. : <u>2024-04-0655, 0684 On-Site Catering Reg. 7</u>
End-User: LSD, ALMED
Total ABC: 461,700.00
Source of Fund: FPMA-HVCDP, NSHP
Term of Payment: Progress Billing payment shall be made every completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

NOTE: Please fill-out all fields.

Delivery Requirements:
Actual Date of Event

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- HILLPEZ					
		ABFS for Rice					
40	pax	Technical Briefing	900.00				
		AM/PM Snack, Lunch and Dinner					
		Date: September 18, 2024					
100	pax	Capacity Building	900.00				
		AM/PM Snack, Lunch and Dinner					
		Date: September 19, 2024					
100	pax	Farmer's Field Day/Harvest Festival	600.00				
		AM/PM Snack and Lunch					
		Date: December 19, 2024					
		Location: Ubay, Bohol					
		ABFS for Corn					
75	pax	Technical Briefing and Capacity Building	900.00				
		AM/PM Snack, Lunch and Dinner					
		Date: May 22, 2024					
100	pax	Farmer's Field Day/Harvest Festival	600.00				
		AM/PM Snack and Lunch					
		Date: October 2, 2024					
		Location: Toledo, Cebu					
		PR 2024-04-0684-ALMED - FPMA-HVCDP					
		On-site Catering- REGION VII					
		Participatory Meeting for the High-Value Crops Areas					
31	pax	Dumaguete City, Negros Oriental	950.00				
		Date: May 7, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and Dinner</i>					

12	pax	Siquijor, Siquijor	950.00				
		Date: May 10, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and Dinner</i>					
59	pax	Mandaue City, Cebu	950.00				
		Date: May 16, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and Dinner</i>					
54	pax	Tagbilaran, Bohol	950.00				
		Date: May 21, 2024					
		<i>Full board meal with flowing coffee</i>					
		<i>Inclusions: Am Snack and PM Snack, Lunch and Dinner</i>					
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