



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 LTRFB (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 13, 2024 at 12:00PM

PR No. : 2024-05-738,739, 741 (In-House Catering) **End-User:** GSITD, WRMD **Total ABC:** 824,000.00

Source of Fund: INS-Variou s Continuing, NSHP-GSITD, AFACI PAN **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
		2024-05-0738- GSITD - AFACI PAN					
	lot	REQUEST FOR CATERING SERVICES:	824,000.00				
180	pax	Six (6) days Committee Meetings	90,000.00				
		Venue: BSWM, Quezon City					
		Date: May 22, 28, 29 & June 11, 13, 14, 2024					
		Inclusive:					
		AM/PM Snacks and Lunch					
		Lunch - Rice, 3 main viands, Dessert, Drinks					
		AM / PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, filipino Snacks, etc., drinks and coffee					
		For 30 pax per day @ 500/pax					
		2024-05-0739- GSITD - NSHP					
80	pax	Catering Services for the conduct of the "BSWM-AFACI-FFTC EXPERT SYMPOSIUM AND WORKSHOP"	48,000.00				
		Venue: BSWM, Quezon City					
		Date: June 17, 19, 20 & 22, 2024					
		Inclusive of : AM/PM SNACKS/LUNCH (BUFFET)					
		For 80 pax @ 600/pax					
70	pax	June 18, 2024	56,000.00				
		@ Php800/pax					
		Inclusive of:					
		1. The proposed menu or food choices for a day shall be attached in the proposal which will be approved by the enduser;					
		2. The caterer shall include the following					
		a) Free flowing hot brewed coffee/hot choccos, teas and water					
		b) Complete decoration set up for the event venue "Filipino Tropical inspired Set-up"					
		c) Attached photo of sample of utensils, designs of tables and chairs (colors of table cloth and centerpieces)					
		d) Uniformed waiters/waitresses					
		e) Buffet table with complete set-up menu and label for each viand.					

		f) with free food tasting and photo sample table set up.				
		2024-05-0741- WRMD - INS Various-Continuing				
		Provision for In-House Catering Services				
		Event: Forum of BSWM Senior Employees with BSWM Retirees on Climate Resilient Agriculture Insights				
200	pax	Date: May 31, 2024	140,000.00			
		Venue: BSWM Convention Hall				
		Meals and Snacks with set-up				
		(Php 700.00/pax)				
		Inclusive of the following:				
		AM/PM Snacks – Choice of Pasta, Noodles, Sandwiches,				
		Lunch – Rice, 3 main viands, 1 vegetable/soup, dessert,				
		Set-up - Tables with cloth and chairs with cover; stage				
		Place of Delivery: BSWM,				
		Diliman, Quezon City				
		Event: Launching of BSWM Products and Tools				
700	pax	Date: June 5, 2024	490,000.00			
		Venue: BSWM Convention Hall				
		Meals and Snacks with set-up				
		(Php 700.00/pax)				
		Inclusive of the following:				
		AM Snacks – sapin sapin special, buko pie, juice in can and flowing coffee				
		Lunch – Rice, Beef bulgogi, Chicken mushroom, Grilled fish, Stir fry vegetables, coffee jelly, bottled water				
		PM Snacks – Penne pasta, bonete/ chicken fingers and juice in can				
		Set-up - Tables with cloth and chairs with cover; stage flower arrangement				
		Buffet set-up (with complete catering equipment) good for 30 pax				
		Place of Delivery: BSWM,				
		Diliman, Quezon City				
		NOTE:				
		Awarding: Awarding is one Contract				
		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

