



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 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):** June 11, 2024 at 12:00 pm

**PR No. :** 2024-05-0867, 869 On-Site Catering Reg IVA **End-User:** HILLPEZ **Total ABC:** 172,750.00

**Source of Fund:** LFP NSHP, RD REGULAR

**Term of Payment:** Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

**NOTE: Please fill-out all fields.**

**Delivery Requirements:** As stated below.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		<b>REGION IV-A</b>					
		<b>2024-05-0790 - SWRRD</b>					
		<b>Provision for On-Site Catering Services for PhilRec Soil Project</b>					
		<b>Farmers' Training in Quezon Province on the following dates and events</b>					
60	pax	June 19, 2024 - PRA/ MOU Signing	500.00				
60	pax	July 24, 2024 - Technical Training	500.00				
60	pax	September 25, 2024 - Harvest Festival	500.00				
		<b>Venue: Quezon Province</b>					
		Set C (Php 500.00/pax)					
		Inclusive: AM/PM Snack and Lunch					
		Lunch - Rice, 3 main viands, 1 vegetable/soup,					
		Dessert, Drinks					
		AM/ PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino Snacks, etc drinks and coffee					
		<b>2024-05-0867- HILLPEZ</b>					
		<b>On-site catering services for the Capacity Buildings on Adaptive Balanced Fertilization Strategy on Vegetables/Sustainable Land Management</b>					
		<b>1st Training (Meals &amp; Snacks)</b>					
25	pax	AM Snack	150.00				
25	pax	Lunch	350.00				
25	pax	PM Snack	150.00				
		<b>Sub-Total</b>					
		<b>Date of Event:</b> August 14, 2024					
		<b>Site of Delivery: Region IV-A (Brgy. Malinao, Majayjay, Laguna)</b>					

		<b>On-site catering services for the Field Harvest on Adaptive Balanced Fertilization Strategy on Vegetables/Sustainable Land Management</b>					
		<b>2nd Training (Meals &amp; Snacks)</b>					
25	pax	AM Snack	150.00				
25	pax	Lunch	350.00				
25	pax	PM Snack	150.00				
		<b>Sub-Total</b>					
		<b>Date of Event:</b> October 09, 2024					
		<b>Site of Delivery: Region IV-A (Brgy. Malinao, Majayjay, Laguna)</b>					
		<b>2024-05-0869- HILLPEZ</b>					
		<b>On-site catering services for the Capability Building on Agricultural News and Feature Writing</b>					
		<b>Meals &amp; Snacks</b>					
60	pax	AM snack (30 pax/day, 2 days)	150.00				
60	pax	Lunch (30 pax/day, 2 days)	350.00				
60	pax	PM snack (30 pax/day, 2 days)	150.00				
25	pax	Breakfast (25 pax/day, 1 day)	200.00				
25	pax	Dinner (25 pax/day, 1 day)	250.00				
		<b>Date of Event and Site of Delivery:</b> October 23-24, 2024 BSWM-NSWRRDC HILLPEZ, Brgy. Cuyambay, Tanay, Rizal					
		<b>NOTE:</b>					
		<b>Awarding: Awarding is per site</b>					
		<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>					
		<b>NOTE:</b> 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