



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 LEASE OF VENUE 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)

**TERMS OF REFERENCE:**

**Type of Procurement: Goods/Services**

**Mode of Procurement: Lease of Venue**

**Deadline for Submission of Bids (Date and Time): June 21, 2024 at 12:00PM**

**PR No. : 2024-06-0925**

**Enduser: WRMD**

**Total ABC: 210,000.00**

**Source of Fund: ESETS-RICE Continuing**

**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: 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
		<b>ESETS Rice-Continuing</b>					
1	lot	<b>Meals and Accommodation and Function Room for the Conduct of Regional and Provincial SWISA Board of Trustees Meeting and Planning Workshop</b>	210,000.00				
		<b>Venue:</b> South Cotabato Province					
		<b>Date:</b> July 16-18, 2024					
	pax	<b>Meals ( 2days full board @ Php1,750.00/pax)</b>	60				
		<b>Day 1 (July 16, 2024)</b>					
		- Lunch, PM Snacks, Dinner					
		<b>Day 2 (July 17, 2024)</b>					
		- Breakfast – AM Snacks, Lunch, PM Snacks, Dinner					
		<b>Day 3 (July 18, 2024)</b>					
		-Breakfast, AM Snacks					
		<b>Accommodation</b>					
		- Accommodation for 60 pax for 2 nights					
		- Sanitized triple sharing airconditioned rooms with individual beds for social distancing					
		<b>Function Room</b>					
		- Function room for 60 pax for 2 days					
		- Can accommodate 60 pax or more with social distancing					
		<b>Function Room</b>					
		- Function room for 60 pax for 2 days					
		- can accommodate 60 pax or more with social distancing					
		- sanitized area					
		- airconditioned room					
		- with strong and reliable internet connection					
		- with functional projector and projector screen					
<b>NOTE:</b>							
<b>Awarding: Awarding is one contract</b>							

**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:**

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(Sgd) FRANCE JOSEPHINE C. BAUTISTA  
Head, BAC Secretariat

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Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: \_\_\_\_\_

Posted by:

(Sgd) GINA M. ALBERTO  
DBM-PhilGEPS Posted

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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.**

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished

**Please check the box for your mode of submission:**

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

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