



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 SHOPPING:

- PhilGEPS registration number or Certificate
- Mayor's Permit

FOR DIRECT CONTRACTING:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Latest ITR (for total ABC above PhP500K)

FOR SMALL VALUE PROCUREMENT:

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Revised **Notarized Omnibus Sworn Statement** (for total ABC above PhP50K)
- 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

FOR OTHER MODES OF PROCUREMENT: PLEASE REFER TO RA 9184 AND ITS IRR AND ANNEX H

TERMS OF REFERENCE:

Type of Procurement: Goods/Services Infrastructure Project Consulting Services

Mode of Procurement: Small Value

Deadline for Submission of Bids (Date and Time): February 21, 2023 at 12:00PM

PR No. 2023-01-0234,237,296,315,313, 314 (In-House) End-User: SCMD,OA-PMT,SWRRD,WRMD,DO/ADO Total ABC: 912,450.00

Fund Source: Regular,GEF 6,NRP-PAEF,ASP-PSP, INS Various Schedule of Delivery: Actual Date of Event

Mode of Award: Per Line or Lot Terms of Payment: Upon completion of Actual Service (Progress Billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR- 0234 - SCMD - Regular				
		Catering Services for Yearend Meeting of Soil Conservation Management Division				
35	pax	Meals and Snacks	19,250.00			
		Venue: BSWM, Quezon City				
		Date: December 2023				
		*Final date will be coordinated to service provider 5 days before the event				
		Inclusion:				
		AM/PM Snacks				
		Lunch (3 viands, rice dessert, drinks)				
		Free Flowing Coffee				
		@ 550/pax for 35 pax				
		PR- 0237 - SCMD - GEF 6				
		Catering Services for the Conduct of Discussions of Issues and Concerns for the Implementation of the GEF 6 Project				
167	pax	Meals and Snacks	100,200.00			
		Inclusive of: AM and PM Snacks (Native cakes/pastries and canned/bottled juice drinks) Lunch (3 viands, rice, drinks, dessert) Flowing Coffee				

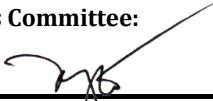
30	pax	April 2023	18,000.00			
30	pax	May 2023	18,000.00			
30	pax	July 2023	18,000.00			
30	pax	September 2023	18,000.00			
30	pax	November 2023	18,000.00			
17	pax	December 2023	10,200.00			
		@ 600/pax for 6 days				
		PR- 0298 - OAP - NRP - PAEF				
		IN-HOUSE CATERING SERVICES				
		Meeting of Organic Agriculture Program Management Team				
250	pax	Meals and Snacks	150,000.00			
		5 Meetings for 50 pax/day @600.00/pax				
		Meeting with DA Banner Program (NOAP, NRP, NCP and NHVCP)				
250	pax	Meals and Snacks	150,000.00			
		5 Meetings for 50 pax/day @600.00/pax				
		Meeting with other stakeholders relative to Small Scale Composting Facility (SSCF) and Composting Facilities for Biodegradable Waste (CFBW)				
150	pax	Meals and Snacks	90,000.00			
		3 Meetings for 50 pax/day @600.00/pax				
		Date: March to December, 2023				
		Inclusion:				
		AM and PM Snacks				
		Bottled Juice or Water and Choice of bread or pasta				
		Lunch				
		At least 3 viands with dessert and drinks				
		Free Flowing Coffee and Water				
		PR- 0315 - SWRRD - ASP-PSP				
		For the conduct of Technical Trainings/Seminars/Conferences				
		Catering Services/Meals for the participants				
		Re: National Soil and Water Resources Research and Development Agenda Stakeholders' Consultation Workshop				
150	pax	Meals and Snacks	90,000.00			
		For 150 pax/ x @600.00/pax				
		Date: April 2023				
		Venue: BSWM, Quezon City				
		Details:				
		Flowing Coffee & Water				
		AM/PM Snacks				
		Lunch - 3 viands, dessert, rice and drinks				
		Buffet Set-up; Inclusive of flowers to be set up at the stage				
		PR- 0313 - WRMD - INS Various				
		CATERING SERVICES				
		Bureau-Wide Awareness Campaign on the Celebration of World Water Day				
250	pax	Meals and Snacks	25,000.00			
		Date: March 20, 2023				
		Venue: BSWM				
		AM Snacks @ 100/pax for 250 pax				
		PR- 0314 - DO/ADO - Regular				
		Monthly MANCOM Meeting				
210	pax	Meals and Snacks	126,000.00			
		For 70 pax/meeting x 3 meetings @600/pax				

		Expanded Management Committee Meeting for Admin Concern				
90	pax	Meals and Snacks	54,000.00			
		For 30 pax/meeting x 3 meetings @600/pax				
		Expanded Management Committee Meeting for Technical Concern				
120	pax	Meals and Snacks	54,000.00			
		For 30 pax/meeting x 3 meetings @600/pax				
		DO and ADO Other Meetings				
120	pax	Meals and Snacks	54,000.00			
		For 30 pax/meeting x 3 meetings @600/pax				
		Flowing Brewed Coffee & Bottled Water				
		AM/PM Snacks				
		Lunch - 3 viands, dessert, rice and drinks				
		Award is per Lot				
		Supplier shall coordinate with end-user of event at least 7 calendar days before event				
		Schedule is subject to change not later than 3 calendar days before scheduled event				
		Payment is after every completed of service (Progress Billing)				
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:

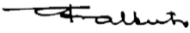
Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:


MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

DBM-PhilGEPS Posted

Posted by:


GINA M. ALBERTO
DBM-PhilGEPS Posted

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

In connection with the above RFQ, I have carefully read and fully understand the minimum requirements and agree to furnish and/or deliver all awarded items in conformity with specifications and schedule of delivery.

Signature over Printer Name

Name of Company

TIN Number

Telephone Number(s)

Address

Date Accomplished