



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
- NECC (Infra)

#### TERMS OF REFERENCE:

**Type of Procurement: Goods/Services**

**Mode of Procurement: Small Value**

**Deadline for Submission of Bids (Date and Time): November 29, 2023 at 12:00PM**

|                 |  |   |                              |
|-----------------|--|---|------------------------------|
| <b>PR No. :</b> | <b><u>2023-11-1887,1178,1888,1810,1894,1886,1818,1839,1740</u></b> | <b>End-User:</b><br>PMS,SWRRD,BGA,SSD,ALMED,ACCTG,<br>PMU,SCMD,LSD,DO | <b>Total ABC: 806,950.00</b> |
|-----------------|--|---|------------------------------|

**Source of Fund: Regular, SWRRD-PSP, NSHP,GEF 6, SWRRD-ISO,RD Corn, ASP-PSP**

**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) | Bid        |             |
|----------|------------|---|-------------------|---------------|---------------------------------------|------------|-------------|
|          |            |   | Unit Cost         |               |                                       | Unit Price | Total Price |
| <b>1</b> | <b>lot</b> | <b>IN- House Catering Batch 2 (Meals and Snacks)</b>  | <b>806,950.00</b> |               |                                       |            |             |
|          |            | <b>PR-2023-11-1981 - REGULAR DO</b>   |                   |               |                                       |            |             |
| 150      | pax        | <b>Event: Expanded ManCom Meeting for the Month of December</b>   | 90,000.00         |               |                                       |            |             |
| 150      | pax        | <b>Event: ManCom Meeting</b>  | 90,000.00         |               |                                       |            |             |
|          |            | Date: December 2023   |                   |               |                                       |            |             |
|          |            | Venue: BSWM , Quezon City   |                   |               |                                       |            |             |
|          |            | Full Board Meal: AM/PM Snacks, Lunch (@600/day) with Flowing Coffeee  |                   |               |                                       |            |             |
|          |            | <b>PR-2023-11-1973 - Regular - ACCTG</b>  |                   |               |                                       |            |             |
| 22       | pax        | <b>Event: Year-End Review and Assesment</b>   | 12,100.00         |               |                                       |            |             |
|          |            | Date: December 15, 2023   |                   |               |                                       |            |             |
|          |            | Venue: BSWM, Quezon City  |                   |               |                                       |            |             |
|          |            | Meal: AM/PM Snacks, Lunch (@550/pax)  |                   |               |                                       |            |             |
|          |            | <b>PR-2023-11-1170 - Regular - BGA</b>  |                   |               |                                       |            |             |
| 100      | pax        | <b>Event: Year-End Assessment of BGA Unit</b>   | 45,000.00         |               |                                       |            |             |
|          |            | Date: December 14-15, 2023  |                   |               |                                       |            |             |
|          |            | Venue: BSWM, Quezon City  |                   |               |                                       |            |             |
|          |            | @ 450/pax   |                   |               |                                       |            |             |
|          |            | <b>PR-2023-11-1974 - Regular - Property</b>   |                   |               |                                       |            |             |
| 40       | pax        | <b>Event : PMU Monthly Committee Meeting &amp; Disposal Meeting</b>   | 24,000.00         |               |                                       |            |             |
|          |            | Date: December 14 - 15, 2023  |                   |               |                                       |            |             |
|          |            | Date: December 18, 2023   |                   |               |                                       |            |             |
|          |            | Venue: BSWM Convention Hall   |                   |               |                                       |            |             |
|          |            | Inclusive: AM/PM Snack and Lunch<br>Lunch (rice,3 main vians, 1 vegetable/soup, dessert, drinks)<br>AM/PM Snacks - choice of pasta, noodles, sandwiches, pastries, filipino snacks, etc drinks and coffee |                   |               |                                       |            |             |
|          |            | <b>PR-2023-11-1968 - REGULAR - PMS</b>  |                   |               |                                       |            |             |
| 240      | pax        | <b>Event : Bids and Awards Committee Meeting</b>  | 144,000.00        |               |                                       |            |             |
|          |            | Date: For the month of December, 2023   |                   |               |                                       |            |             |
|          |            | Venue: BSWM, Quezon City  |                   |               |                                       |            |             |

|     |     |   |           |  |  |  |
|-----|-----|---|-----------|--|--|--|
|     |     | Meals: AM/PM Snack and Lunch, Coffee (@600/day)   |           |  |  |  |
|     |     | <b>PR-2023-11-1975 - GEF 6 - SCMD</b>   |           |  |  |  |
| 30  | pax | <b>Event : GEF 6 Year-End Meeting</b>   | 18,000.00 |  |  |  |
|     |     | Date: December 20, 2023   |           |  |  |  |
|     |     | Venue: SCMD Room  |           |  |  |  |
|     |     | Inclusive: AM/PM Snack and Lunch @ 600/day  |           |  |  |  |
|     |     | Lunch - Rice 3 main viands, dessert and drinks  |           |  |  |  |
|     |     | AM/PM Snacks & Over flowing coffee  |           |  |  |  |
|     |     | <b>PR-2023-11-1978 - RD-Corn - SCMD</b>   |           |  |  |  |
| 100 | pax | <b>Event : GEF7 Landscape Project Launching</b>   | 60,000.00 |  |  |  |
|     |     | Date: December 15, 2023   |           |  |  |  |
|     |     | Venue: Convention Hall, BSWM  |           |  |  |  |
| 36  | pax | <b>Event : SCMD L &amp; D Training</b>  | 21,600.00 |  |  |  |
|     |     | Date: December 18, 2023   |           |  |  |  |
|     |     | Venue: SCMD Room  |           |  |  |  |
|     |     | Inclusive: AM/PM Snack and Lunch @ 600/day  |           |  |  |  |
|     |     | Lunch - Rice 3 main viands, dessert and drinks  |           |  |  |  |
|     |     | AM/PM Snacks & Over flowing coffee  |           |  |  |  |
|     |     | <b>PR-2023-11-1972 - NSHP - ALMED</b>   |           |  |  |  |
| 70  | pax | <b>Event : 10th Divisional Meeting of ALMED</b>   | 42,000.00 |  |  |  |
|     |     | Date: December 7 & 18, 2023   |           |  |  |  |
| 70  | pax | <b>Event : Adaptive Balanced Strategy (Region 1 and CAR)</b>  | 42,000.00 |  |  |  |
|     |     | Date: December 20-21, 2023  |           |  |  |  |
|     |     | Venue: BSWM   |           |  |  |  |
|     |     | Inclusion:  |           |  |  |  |
|     |     | Full Board Meal: AM/PM Snacks, Lunch with Flowing Coffee (@600/day x 35pax/day for 2 days)  |           |  |  |  |
|     |     | <b>PR-2023-11-1977 - NSHP - SURVEY</b>  |           |  |  |  |
| 80  | pax | <b>Event : Updates on Map Finalization for the Updating of Thematic Maps (SRS-SMS) Under National Soil Health Program</b>   | 48,000.00 |  |  |  |
|     |     | Date: December 11-12, 2023 (9:00 AM)  |           |  |  |  |
|     |     | Venue: Soil Survey Room, BSWM   |           |  |  |  |
|     |     | Inclusion: (@ 600/day x 40 pax/day for 2 days)  |           |  |  |  |
|     |     | Packed Meals<br>Lunch with desserts, AM/PM Snacks with free-flowing brewed coffee   |           |  |  |  |
|     |     | Note:<br>Supplier shall coordinate with end-user of event at least 7 calendar days before schedule event<br>Scheduled dates are tentative and may change.<br>Notification will be sent out to the service provider not later than 3 calendar days before the scheduled event. |           |  |  |  |
|     |     | Drinks and Free flowing brewed coffee   |           |  |  |  |
|     |     | <b>PR-2023-11-1971 - REGULAR - SURVEY</b>   |           |  |  |  |
| 90  | pax | <b>Event : Specialized Training on Detailed Soil Profile Description Using Enhanced FAO Soil Description Format Linked to a Customized Soil Database Management System.</b>   | 99,000.00 |  |  |  |
|     |     | Date: December 13-15, 2023 (9:00 AM)  |           |  |  |  |
|     |     | Venue: Soil Survey Room, BSWM   |           |  |  |  |
|     |     | Inclusion: (@ 1100/day x 30 pax/day for 3 days)   |           |  |  |  |
|     |     | Packed Meals<br>Breakfast, Lunch with desserts, AM/PM Snacks with free-flowing brewed coffee  |           |  |  |  |
|     |     | Note:<br>Supplier shall coordinate with end-user of event at least 7 calendar days before schedule event<br>Scheduled dates are tentative and may change.<br>Notification will be sent out to the service provider not later than 3 calendar days before the scheduled event. |           |  |  |  |
|     |     | Drinks and Free flowing brewed coffee   |           |  |  |  |
|     |     | <b>PR-2023-11-1980 - ASP-PSP - LABORATORY</b>   |           |  |  |  |
| 250 | pax | <b>Event : General Assembly</b>   | 31,250.00 |  |  |  |
|     |     | Date: December 11, 2023   |           |  |  |  |
|     |     | Venue: BSWM Lopez Hall  |           |  |  |  |
|     |     | Inclusion:  |           |  |  |  |
|     |     | AM Snacks @ 125/pax   |           |  |  |  |
|     |     | <b>PR-2023-11-1969 - ASP-PSP - SWRRD</b>  |           |  |  |  |
| 20  | pax | <b>Event : Training on Soil Physics and Mineralogy</b>  | 10,000.00 |  |  |  |
|     |     | Date: December 6-7, 2023  |           |  |  |  |
|     |     | Venue: SWRRD Conference Room, BSWM  |           |  |  |  |

|    |     |  |           |  |  |  |
|----|-----|--|-----------|--|--|--|
|    |     | Inclusion: (@ 500/day x 20 pax/day for 2 days)   |           |  |  |  |
|    |     | AM/PM Snack and Lunch<br>Lunch - Rice, 3 main vians, 1 vegetable/soup, dessert, drinks<br>AM/PM Snacks - Choice of Pasta, Noodles, Sandwiches, Pastries, Filipino Snacks, etc drinks and coffee  |           |  |  |  |
|    |     | Place of Delivery: SWRRD Coference Room  |           |  |  |  |
|    |     | <b>PR-2023-11-1976 - RD-ISO - Continuing</b>   |           |  |  |  |
| 60 | pax | <b>Event : Pre-Management Review for ISO/IEC 17025:2017</b>  | 30,000.00 |  |  |  |
|    |     | Date: December 11-12, 2023   |           |  |  |  |
|    |     | Venue: BSWM Convention Hall  |           |  |  |  |
|    |     | AM/PM Snack and Lunch  |           |  |  |  |
|    |     | @500/pax x 30 pax/day for 2 days   |           |  |  |  |
|    |     | <b>NOTE:</b>   |           |  |  |  |
|    |     | <b>Awarding: Awarding is per LOT</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.**

|                                      |                          |                     |
|--------------------------------------|--------------------------|---------------------|
| _____<br>Signature over Printer Name | _____<br>Name of Company | _____<br>TIN Number |
|--------------------------------------|--------------------------|---------------------|

|                              |                  |                            |
|------------------------------|------------------|----------------------------|
| _____<br>Telephone Number(s) | _____<br>Address | _____<br>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.