



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
- NECC (Infra)

#### TERMS OF REFERENCE:

**Type of Procurement: Goods/Services**

**Mode of Procurement: Small Value**

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

<b>PR No. :</b> <u>2023-12-2053,2054,2055,2056, 2057</u>	<b>End-User: CPIT,ALMED, SSD, PERSONNEL SECTION, ALMED</b>	<b>Total ABC: 664,000.00</b>
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**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
1	lot	<b>IN- House Catering Batch 2 (Meals and Snacks)</b>	664,000.00				
		<b>PR-2023-12-2053 - CPIT - PAEF-RICE</b>					
140	pax	<b>Event: FY 2023 Year-End Assessment</b>	70,000.00				
		Date: December 20-21, 2023					
		Time: 9:00AM to 5:00PM					
		Venue: BSWM , Quezon City					
		Inclusive: AM/PM Snacks, Lunch (@500/day)					
		Lunch - Rice 3 main viands, 1 vegetables/soup, and drinks					
		AM/PM Snacks: Bottled Juice or water and choice of bread or pasta					
		<b>PR-2023-12-2054 - NSHP - ALMED</b>					
35	pax	<b>Event: COS Evaluation and Detailed Planning for 2023</b>	42,000.00				
		Date: December 27-28, 2023					
		Venue: BSWM, Quezon City					
		Full Board Meal: AM and PM Snack, Lunch with Flowing Coffee					
		<b>PR-2023-12-2055 - Corn-Esets - SURVEY</b>					
620	pax	<b>Event: Technical Exhibit on Corn and Corn-Based Products and Technologies</b>	372,000.00				
		Date: December 19, 2023					
		Venue: BSWM, Convention Hall					
		Inclusion: Lunch with dessert, AM and PM Snacks with free flowing brewed coffee					
		No. of Pax: 620 participants @ 600/day					
		Note: Supplier shall coordinate with end-user of event at least 7 calendar days before schedule event Scheduled dates are tentative and may change. Notification will be sent out to the service provider not later than 3 calendar days before the scheduled					

		<b>PR-2023-12- 2057 - LFP NSHP - ALMED</b>				
180	pax	<b>Event : ALMED 2023 Year-End Assessment and Strategic Planning Workshop for 2024 Implementation of the National Soil Health Program</b>	180,000.00			
		Date: December 20, 21, 22 & 26, 2023				
		Venue: BSWM Function Room and ALMED Conference Room				
		Inclusive: Breakfast, AM/PM Snack, Lunch and Dinner with free flowing coffee				
		@ 45 pax/day x Php 1, 000/day x 4 days				
<b>NOTE:</b>						
<b>Awarding: Awarding is per LOT</b>						
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>						
<b>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.</b>						

**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

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