



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
 SRDC Bldg., Elliptical Road corner Visayas Avenue,  
 Diliman, Quezon City

### 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.
- The following documents shall be submitted not later than presentation for Award:

**FOR SHOPPING:**

- PhilGEPS registration number or Certificate
- Mayor's Permit

**FOR SMALL VALUE PROCUREMENT:**

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Revised 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)
- for Vehicle Rental (attach LTFRB Franchise)

**FOR DIRECT CONTRACTING:**

- PhilGEPS registration number or Certificate
- Mayor's Permit
- Latest ITR (for total ABC above Php500K)

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

**TERMS OF REFERENCE:**

<b>Type of Procurement:</b>	Goods/Services	<input checked="" type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services
<b>Mode of Procurement:</b>	Small Value		
<b>Deadline for Submission of Bids (Date and Time):</b>	September 9, 2022 at 12:00PM		
<b>PR No.</b>	2022-08- 1319	<b>End-User:</b>	BSWM-QMS <b>Total ABC:</b> 255,000.00
<b>Source of Fund:</b>	Regular	<b>Schedule of Delivery:</b>	Actual <b>Date of Event</b>
<b>Mode of Award:</b>	Per Line <input type="checkbox"/> or Lot <input type="checkbox"/>	<b>Terms of Payment:</b> Upon completion of service (progress billing)	

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
1	lot	MEALS AND SNACKS (AM/PM Snacks & LUNCH)	255,000.00			
50	pax	*Conduct of Risk Management Training Venue: BSWM Date: September 13 - 14, 2022	600.00			
75	pax	* Conduct of Gap Assessment Venue: BSWM Date: October 10 - 20, 2022	600.00			
200	pax	* Surveillance Venue: BSWM Date: November, 2022	600.00			
100	pax	* QMS Meeting Venue: BSWM Date: October - December, 2022	600.00			
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
Award is per Lot (1 PO per Contract)						
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:

\_\_\_\_\_  
(SGD)DENISE A. SOLANO  
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:

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