



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:

- 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: Lease of Venue

Mode of Procurement: Lease of Venue

Deadline for Submission of Bids (Date and Time):

PR No. : 2024-09-1515

End-User: WRMD

Total ABC: 633,600.00

Source of Fund: RICE ESSETS

Term of Payment: Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.

Delivery Requirements: As stated below.

NOTE: Please fill-out all fields.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
		Meals, Accommodation and Function Room for the conduct of Workshop on Soil Fertility Treatment Localization and Location-Specific Cropping Pattern and Calendar					
		Venue: Butuan City					
		Date: October 1-4, 2024					
88	pax	Meals (3days full board @ PhP 2,400.00/pax	7,200.00				
		Day 1 (October 1, 2024)					
		-Lunch, PM Snacks, Dinner					
		Day 2 (October 2, 2024)					
		-Breakfast, AM Snacks, Lunch, PM Snacks, Dinner					
		Day 3 (October 3, 2024)					
		-Breakfast, AM Snacks, Lunch, PM Snacks, Dinner					
		Day 4 (October 4, 2024)					
		- Breakfast, AM Snacks					
	pax	Accommodation					
		-Accommodation for 88 pax X 3nights					
		-Sanitized triple sharing airconditioned rooms with individual beds for social distancing					
	day	-Function Room					
		-Function room for 88 pax for 3 days					
		-can accommodate 88 pax or more with social distancing					
		-sanitized area					
		-airconditioned room					
		-with strong and reliable internet connection					
		-with functional projector and projector screen					

NOTE:

Awarding: One contract

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:

W. Alma Bautista

Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:

FRANCE JOSEPHINE C. BAUTISTA
Head, BAC Secretariat

N/A

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:

Gina M. Alberto

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:

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

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