

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 Bidg, Elliptical Road corner Visayas Avenue., Quezon City or elctronically 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.

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- 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.: 2024-09-1514	End-user: WRMD	Total ABC: 604,800,00
	Term of Payment: Upon completion of deliver	y/services and submission
Source of Fund: RICE ESSETS	of documentary requirement per accounting an	d auditing rules.

### Delivery Requirements: As stated below.

### NOTE: Please fill-out all fields.

Qty Uni		t Item (Description and Specification)	ABC	Statement of Compliance	Bid		
	Unit		Unit Cost	Offered Brand	(Comply/Not	Unit Price	Total Price
		RICE ESETS FUNDS					
		Meals, Accommodation and Function Room for the conduct of Workshop on Soil Fertility Treatment Localization and Location-Specific Cropping Pattern and Calendar					
		Venue: Cagayan de Oro City					
		Date: October 8-11, 2024					
84 pa:	pax	Meals (3days full board @ PhP 2,400.00/pax	7,200.00				
		Day 1 (October 8, 2024)					
		-Lunch, PM Snacks, Dinner					
		Day 2 (October 9, 2024)					
		-Breakfast, AM Snacks, Lunch, PM Snacks, Dinner					
		Day 3 (October 10, 2024)					
		-Breakfast, AM Snacks, Lunch, PM Snacks, Dinner					
		Day 4 (October 11, 2024)					
		- Breakfast, AM Snacks					
	pax	Accommodation					
	111	-Accommodation for 84 pax X 3nights					
		-Sanitized triple sharing airconditioned rooms with individual beds for social distancing					
	day	-Function Room					
		-Function room for 84 pax for 3 days					
		-can accommodate 84 pax or more with social distancing					
		-santized area					
		-airconditioned room					
		-with strong and reliable internet connection					
		-with functional projector and projector screen					
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NOTE:							
	ing: 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. REO'S SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE ACCEPTED.

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Procurement Coordinator Signature Over Printed Name

Signature Over Printed Name For the Bids and Awards Committee: FRANCE JOSEPHINE C. BAUTISTA Head, BAC Secretariat Canvasser (Signature over Printed Name) **DBM-PhilGEPS Posted** Date of canvass: Posted by: Forbuto 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.