



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 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

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)
- LTFRB Franchise (for Vehicle Rental)

TERMS OF REFERENCE:

Type of Procurement:	<input checked="" type="checkbox"/> Goods/Services	<input type="checkbox"/> Infrastructure Project	<input type="checkbox"/> Consulting Services	<input type="checkbox"/>
Mode of Procurement:	<input checked="" type="checkbox"/> Small Value			
Deadline for Submission of Bids (Date and Time):	June 24, 2022 at 12:00PM			
PR No.	2022-06-1012	End-User:	WRMD	Total ABC: 782,000.00
Source of Fund:	INS- Various	Schedule of Delivery:	Actual Date of Event	
Mode of Award:	Per Line <input type="checkbox"/>	Per Lot <input checked="" type="checkbox"/>	Terms of Payment: Upon Completion of Actual Service	

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		Midyear Performance Review and Assessment for the Implementaton of SSIP's under the DA-Banner Programs				
1	lot	Lease of Venue Inclusive of Meals & Accommodation, Function Room and Vehicle Rentals	782,000.00			
		Date: June 11 - 16, 2022				
		Venue: Subic, Zambales				
		Inclusive of:				
		Meals and Accommodation				
60	pax	Day 1 -4 (July 11-14, 2022) Full Board	432,000.00			
		@ Php 1,800.00/day x 4 days = Php 7,200.00				
45	pax	Day 5 (July 15, 2022) Full board	81,000.00			
		"@ Php 1,800.00/day x 1 day = Php 1,800.00				
45	pax	Day 6 (July 16, 2022) Meals Only	54,000.00			
		"@ Php 1,200.00/day x 1 day = Php 1,200.00				
		Meals for 60 pax for 4 days and 45 pax for 2 days (buffet breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner)				
		- Accommodation for 60 pax for 4 days and 45 pax for 2 days				
		- Sanitized triple, sharing airconditioned rooms with individual beds for social distancing				
		- with strong and reliable internet connection				
6	days	Function Room	90,000.00			

		- daily use of function room with overtime				
		- can accommodate 60 pax or more with social distancing				
		- sanitized area				
		- airconditioned room				
		- with strong and reliable internet connection				
		- inclusive of activity tarpaulin, sound system, LCD projector, and projector screen				
		- with chairs and table setup				
2	unit	Vehicle Rental (BUS)	125,000.00			
		- airconditioned with 45 seating capacity				
		- inclusive of driver meals, fuel, toll fees and parking fees and other fees that may apply				
		- driver and vehicle must have all necessary papers as required by IATF such as travel pass, franchise etc.				
		Route: Bus 1 (for DA-Central & RFO participants)				
		From : BSWM to Venue (July 11, 2022)				
		From : Venue to BSWM (July 14, 2022)				
		Route: Bus 2 (For BSWM Participants)				
		From: BSWM to Venue (July 14, 2022)				
		From: Venue to BSWM (July 16, 2022)				
		Award is per Lot				
		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 completion of actual service				
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

