



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:

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

FOR SHOPPING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit

FOR DIRECT CONTRACTING:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) 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:

- (1) PhilGEPS registration number or Certificate
- (2) Mayor's Permit
- (3) Revised Omnibus Sworn Statement (for total ABC above PhP500K)
- (4) Latest ITR (for total ABC above PhP500K)
- (5) PCAB License (for Infrastructure Project)
- (6) Curriculum Vitae and Professional Licenses (for Consulting Services)
- (7) Copy of Franchise (LTFRB)

TERMS OF REFERENCE:

Type of Procurement: Goods/Services <input checked="" type="checkbox"/> Infrastructure Project <input type="checkbox"/> Consulting Services <input type="checkbox"/>	
Mode of Procurement: Small Value	
Deadline for Submission of Bids (Date and Time): October 5, 2022 at 12:00PM	
PR No. 2022-09-1446 & 1468	End-User: SWRRD & WRMD Total ABC: 252,000.00
Source of Fund: STO-EOPS, Rice Esets, PD 1435/ISO	Schedule of Delivery: Actual
Mode of Award: Per Line <input type="checkbox"/> Per Lot <input checked="" type="checkbox"/>	Terms of Payment: Upon completion of service (progress billing)

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
In-House Catering - SWRRD						
PR-2022-09-1446 - Fund - RD - Other NUE						
1	lot	Meals	72,000.00			
Year-End Review and Assessment re: NUE and Other SWRRD R & D Projects						
Date: November 16-18, 2022						
Venue: BSWM, QC						
@ Php 400/pax x 3 days =1,200 x 60 pax						
Meals and Snacks						
@ Php 500/pax x 3 days =2,000 x 30 =60,000						
In-House Catering - WRMD						
PR-2022-09-1468 - Fund - INS Various						
Catering Services for the Conduct of WRMD's FY 2022 Year-End Performance Review and FY 2023 Planning Workshop						
1	lot	Meals and Snacks	180,000.00			
Venue: BSWM Convention Hall						
Date: December 6-9, 2022						
@ Php 600/pax x 4 days =2,400 x 75 pax						
(AM Snacks, Packed Lunch, PM Snacks)						
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 every completed of service (Progress Billing)						

NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES

NOTE:	<i>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.</i>
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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