



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:

- 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 documentary requirements shall be submitted with the quotation. Non attachment is a ground for disqualification.**

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 SMALL VALUE PROCUREMENT:

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

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

TERMS OF REFERENCE:						
Type of Procurement:		Goods/Services <input checked="" type="checkbox"/>	Structure Project <input type="checkbox"/>	Consulting Services <input type="checkbox"/>		
Mode of Procurement: Small Value						
Deadline for Submission of Bids (Date and Time): November 16, 2022 at 12:00PM						
PR No.		2022-11-1693		End-User:	WRMD	Total ABC: 360,000.00
Source of Fund: Rice Esets				Schedule of Delivery: Actual Date of Event		
Mode of Award: Per Line <input checked="" type="checkbox"/>		Per Lot <input 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
		PR -2022-11-1693				
		For the conduct of BSWM - Asian Soil Partnership Presentation of Accomplishment and Activities for CY 2022				
600	pax	Catering Services (Meals and Snacks)	600.00			
		Venue: BSWM, Quezon City				
		Date: December 15, 2022				
		For 600 participants @ 600/pax				
		Inclusion:				
		1. with 2 buffet set-up (Patio and Function Hall) for Lunch and stage decoration & set-up at convention hall				
		2. 2 viands, 1 vegetables, soup, dessert				
		3. Including AM & PM Snacks				
		4. Within 4 km radius so that the food doest not spoil immediately				
		Award is per Line				
		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

DBM-PhilGEPS Posted

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

Canvasser (Signature over Printed Name)

Date of canvass: _____

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