



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.
- 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 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 **Notarized 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)
- 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"/>	Infrastructure Project <input type="checkbox"/>	Consulting Services <input type="checkbox"/>		
Mode of Procurement: Small Value						
Deadline for Submission of Bids (Date and Time): February 24, 2023 at 12:00PM						
PR No. 2023-0213, 246,200,199 & 295 On-Site Mindanao			End-User: HIGHPEZ/WRM Total ABC: 471,000.00 D			
Fund Source: RD Regular,LTR, RICE ESETS			Schedule of Delivery: Actual Date			
Mode of Award: Per Line <input checked="" type="checkbox"/> Per Lot <input type="checkbox"/>			Terms of Payment: Upon completion of Service			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		PR 2023-01-0213 - HIGHPEZ - RD - Regular				
150	pax	Catering Services for "Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Highlands"	90,000.00	90,000.00		
		Venue: Kalilangan, Bukidnon				
		Date: October 25 - 27, 2023				
50	pax	Day 1	30,000.00			
		AM Snacks/Lunch/PM Snacks				
50	pax	Day 2	30,000.00			
		AM Snacks/Lunch/PM Snacks				
50	pax	Day 3	30,000.00			
		AM Snacks/Lunch/PM Snacks				
		@ 600/pax for 50 pax/day				
		* DELIVERY ON SITE				
		PR 2023-02-0246 - HIGHPEZ - RD - Regular				
150	pax	Catering Services for "Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Highlands"	90,000.00	90,000.00		
		Venue: Gingoog, Misamis Oriental				
		Date: May 24-26, 2023				
50	pax	Day 1	30,000.00			
		AM Snacks/Lunch/PM Snacks				
50	pax	Day 2	30,000.00			

		AM Snacks/Lunch/PM Snacks			
50	pax	Day 3	30,000.00		
		AM Snacks/Lunch/PM Snacks			
		@ 600/pax for 50 pax/day			
		* DELIVERY ON SITE			
		PR 2023-01-0199 - HIGHPEZ - RD - LTR			
150	pax	Catering Services for "Capability Building on the Enhancement of Soil and Water Conservation Technologies in the Marginal Highland of Bukidnon"	90,000.00	90,000.00	
		Venue: Pangantucan, Bukidnon			
		Date: September 27,28, 29, 2023			
50	pax	Day 1	30,000.00		
		AM Snacks/Lunch/PM Snacks			
50	pax	Day 2	30,000.00		
		AM Snacks/Lunch/PM Snacks			
50	pax	Day 3	30,000.00		
		AM Snacks/Lunch/PM Snacks			
		@ 600/pax for 50 pax/day			
		* DELIVERY ON SITE			
		PR 2023-01-0200 - HIGHPEZ - RD - Regular			
		Catering Services for the Conduct of NSWRRDC-HIGHPEZ OAP-LTR Monthly Meeting			
		Venue: NSWRRDC-HIGHPEZ Conference Room Dalwangan, Malaybalay City, Bukidnon			
110	pax	Meals and Snacks Inclusive of 2 Snacks and 1 Lunch with Desserts	66,000.00	66,000.00	
		Dates			
11	pax	March 20, 2023	6,600.00		
11	pax	April 17, 2023	6,600.00		
11	pax	May 22, 2023	6,600.00		
11	pax	June 19, 2023	6,600.00		
11	pax	July 17, 2023	6,600.00		
11	pax	August 21, 2023	6,600.00		
11	pax	September 18, 2023	6,600.00		
11	pax	October 23, 2023	6,600.00		
11	pax	November 20, 2023	6,600.00		
11	pax	December 11, 2023	6,600.00		
		@ 600/pax x 11 pax/day for 10 days			
		DELIVERT ON-SITE Dalawanga, Malaybalay City, Bukidnon			
		PR 2023-01-0295 - WRMD - RICE-ESETS			
		Meals and Snacks for the conduct of Institutional Development Training for the Operation and Maintenance of Small-Scale Irrigation Projects (SSIPs) for Mindanao Area			
30	pax	Location : Zamora DD, Brgy. Zamora, Aloran, Misamis Occidental	45,000.00		
		Date : August 15-17, 2023			
30	pax	Location : Impalutao DD, Brgy. Impalutao, Impasug-ong, Bukidnon	45,000.00		
		Date : September 19-21, 2023			
		Meals and Snacks for the conduct of Training on Soil Health Rehabilitation/Balance Fertilization Strategy (BFS) for Mindanao Area			

30	pax	Location : Tacul DD, Brgy. Tacul, Magsaysay, Davao del Sur	45,000.00	135,000.00		
		Date : July 25-27, 2023				
				471,000.00		
		Meals and Snacks				
		- 500/pax/day x 3 days = 1,500.00				
		-2 Snacks (AM & PM) and 1 Lunch per day				
		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) MARIA PERPETUA P. OCAMPO
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

Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-com

pliance to the requirements will be automatically disqualified.