



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

**Mode of Procurement:** Small Value

**Deadline for Submission of Bids (Date and Time):** March 20, 2023 at 12:00PM

**PR No. :** 2023-03-0387,266,388,247,397 (On-Site Catering Luzon Area)

**End-User:** HILLPEZ, SURVEY, LUPEZ

**Total ABC:** 759,600.00

**Source of Fund:** RD-Regular, LFP-NSHP, STO-Regular, STO-SADIP, Regular

**Term of Payment:** Progress Billing upon complete delivery and submission of documentary requirement per accounting and auditing rules.

Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Bid	
			Unit Cost		Unit Price	Total Price
		<b>PR 0387 - HILLPEZ - RD Regular</b>				
		<b>Catering Services (Meals and Snacks)</b>	54,000.00			
		<b>For the Conduct of National Soil Development Center for Hillyland Pedo-Ecological Zone (NSWRRDC HILLPEZ) Mid-Year Review and Planning Workshop for CY 2023</b>				
		Location: NSWRRDC HILLPEZ, Cuyambay, Tanay, Rizal				
		Date: June 20 - 22, 2023				
40	pax	Breakfast (20 pax for 2 days @ 200/day/pax)	200.00			
60	pax	AM Snack (20 pax for 3 days @ 150/day/pax)	150.00			
60	pax	LUNCH(20 pax for 3 days @ 300/day/pax)	300.00			
60	pax	PM Snack (20 pax for 3 days @ 150/day/pax)	150.00			
40	pax	DINNER(20 pax for 2 days @ 250/day/pax)	250.00			
		<b>PR 0266 - HILLPEZ - RD Regular</b>				
216	pax	<b>Catering Services (Meals and Snacks)</b>	129,600.00			
		Inclusive: AM/PM Snacks and Lunch				
		<b>For the conduct of Monthly Staff Meeting</b>				
		Location: NSWRRDC HILLPEZ, Cuyambay, Tanay, Rizal				
		<b>Date: April to December, 2023</b>				
		For 9 months @ 24 pax/month =216 x Php 600/pax				

		<b>PR 0388 - SURVEY - LFP-NSHP</b>			
		<b>Capacity Building on Adaptive Balanced Fertilization Management (AFBM)</b>			
160	pax	<b>Catering Services (Meals and Snack)</b>	144,000.00		
		<b>Technical Briefing/Capacity Building</b>			
		Location: Municipality of Alcala, Cagayan			
40	pax	Date: April 13, 2023 - 40 pax @ 900/pax			
120	pax	Date: April 14, 2023 - 120 pax @ 900/pax			
		<b>Inclusive: AM/PM Snack, Lunch and Dinner</b>			
190	pax	<b>Catering Services (Meals and Snack)</b>	114,000.00		
		<b>Field Day/Harvest Festival</b>			
		Location: Municipality of Alcala, Cagayan			
		<b>Date: September 6, 2023</b>			
		@ Php600/pax for 190 pax			
		<b>Inclusive: AM/PM Snack, Lunch</b>			
160	pax	<b>Catering Services (Meals and Snack)</b>	144,000.00		
		<b>Technical Briefing/Capacity Building</b>			
		Location: City of Calintaan, Mindoro Oriental			
40	pax	Date: April 13, 2023 - 40 pax @ 900/pax			
120	pax	Date: April 14, 2023 - 120 pax @ 900/pax			
		<b>Inclusive: AM/PM Snack, Lunch and Dinner</b>			
190	pax	<b>Catering Services (Meals and Snack)</b>	114,000.00		
		<b>Field Day/Harvest Festival</b>			
		Location: City of Calintaan, Mindoro Oriental			
		<b>Date: September 6, 2023</b>			
		@ Php600/pax for 190 pax			
		<b>Inclusive: AM/PM Snack, Lunch</b>			
		<b>PR 0247 - SURVEY - STO-SADIP</b>			
		<b>Catering Services (Meals and Snack)</b>			
		<b>Inclusion: Lunch with dessert, AM/PM Snack with free flowing brewed coffee</b>			
		<b>Technical Inception Briefing for the Updating and Enhancement of Conventional Soil Resource Information for Strategic Agricultural Development and Investment Planning (CSRI-SADIP)</b>			
		Location: Antipolo City, Rizal			
25	pax	<b>Date: April 13, 2023</b>	15,000.00		
		@ Php600/pax for 25 pax for 1 day			
		Location: Sta. Cruz, Laguna			
25	pax	<b>Date: June 15, 2023</b>	15,000.00		
		@ Php600/pax for 25 pax for 1 day			
		<b>PR 0397 - LUPEZ - Regular</b>			
60	pax	<b>Catering Services (Meals and Snack)</b>	30,000.00		
		<b>Inclusion: Lunch, AM/PM Snack</b>			
		<b>Venue: NSWRRDC LUPEZ, San Idefonso, Bulacan</b>			
20	pax	<b>Date: April 13, 2023</b>			
		@ Php500/pax for 20 pax			
20	pax	<b>Date: June 9, 2023</b>			
		@Php500/pax for 20pax			
20	pax	<b>Date: September 8, 2023</b>			
		@ Php500/pax for 20 pax			
<b>NOTE:</b>					
<b>Awarding: Awarding is per line-item basis</b>					
<b>Delivery of Requirement : Actual Date of Event per line item basis</b>					
<b>NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES</b>					
<b>NOTE:</b>	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:

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Procurement Coordinator  
Signature Over Printed Name

For the Bids and Awards Committee:



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MARIA PERPETUA P. OCAMPO  
Head, BAC Secretariat

DBM-PhilGEPS Posted

Posted by:



GINA M. ALBERTO  
DBM-PhilGEPS Posted

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Canvasser (Signature over Printed Name)

Date of canvass: \_\_\_\_\_

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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.

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Signature over Printer Name

Name of Company

TIN Number

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Telephone Number(s)

Address

Date Accomplished

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.