



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. **2023-03-0389 (On-Site Catering Visayas Area)** End-User: **LABORATORY** Total ABC: **258,000.00**

Source of Fund: **NSHP**

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
		PR 0389 - Laboratory - NSHP				
		Catering Services (Meals and Snacks)	258,000.00			
		Inclusion: AM/PM Snack, Lunch & Dinner				
		Technical Briefing/Capacity Building				
		Location: Brgy. Bunga, Abuyog, Leyte				
40	pax	DAY 1: April 18, 2023				
		@ Php 900/pax for 40 pax				
120	pax	DAY 2: April 19, 2023				
		@ Php900/pax for 120pax				
		Catering Services (Meals and Snacks)				
		Inclusion: AM/PM Snack, Lunch				
		Field Day/Harvest Festival				
		Location: Brgy. Bunga, Abuyog, Leyte				
190	pax	Date: September 20, 2023				
		@ Php 600/pax for 190 pax				
NOTE:						
Awarding: Awarding is per line-item basis						
Delivery Requirement/s : Actual Date of Event per line-item basis						

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:



MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:


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

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

