
	BUREAU OF SOILS AND WATER MANAGEMENT	Reference Code:	BSWM_PM_FR_0407		
		Control No.:			
	REQUEST FOR QUOTATION – PMS USE (CATERING SERVICES)	Effective date:	May 4, 2020		
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Name of Company	
Address	
Contact No.	


Dear **Sir/Madam**:

The Bureau of Soils and Water Management (BSWM), through its Bids and Awards Committee (BAC), intend to hire catering services for the conduct of the **following Catering Activities of Water Resources Management Division** with the approved budget for the event is **687,000.00** as per approved PR's.


DATE/PLACE/EVENTS	NO. OF PAX	
WRMD-Rice-Essets PR# 2021-04-0653 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on June 1-3, 2021 at Tigbawan DD, Brgy. Tigbawan, Leyte Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day	25	
WRMD-Rice-Essets PR# 2021-04-0651 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on June 6-8, 2021 at Mainit Bontoc Mt. Province Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day	25	
WRMD-Rice-Essets PR# 2021-04-0645 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on July 13-15, 2021 at Brgy. Bituan Loreto Agusan Del Sur Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day	25	
WRMD-Rice-Essets PR# 2021-04-0646 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on July 13-15, 2021 at Brgy. Paraiso Mabini Bohol Meals and Snacks		

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<p>WRMD-Rice-Essets PR# 2021-04-0647 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on July 27-29, 2021 at Brgy. Naci Surallah South Cotabato Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p>	25	
<p>WRMD-Rice-Essets PR# 2021-04-0678 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 3-5, 2021 at Brgy. Tundingan Naguilian La Union Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p>	25	
<p>WRMD-Rice-Essets PR# 2021-04-0672 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 10-12, 2021 at Brgy. Marangas Bataraza Palawan Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p>	25	
<p>WRMD-Rice-Essets PR# 2021-04-0673 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 12-14, 2021 at Brgy. San Andres Pandan Antique Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p>	25	
<p>WRMD-Rice-Essets PR# 2021-04-0677 Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 17-19, 2021 at Brgy. New Loon Asuncion Davao Del Norte Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p>	25	
TOTAL AMOUNT		

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<p>WRMD-Rice-Essets PR# 2021-04-0676</p> <p>Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 17-19, 2021 at Brgy. San Fernando, Bukidnon Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p> <p>WRMD-Rice-Essets PR# 2021-04-0675</p> <p>Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 17-19, 2021 at Sitio Bagong Buhay, Ibabang Talim, Lucena City, Quezon Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p> <p>WRMD-Rice-Essets PR# 2021-04-0674</p> <p>Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 24-26, 2021 at Brgy. Tinago Norala South Cotabato Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p> <p>WRMD-Ins Various PR# 2021-04-0679</p> <p>Institutional Development Training for the Operation and Maintenance of SSIP (BLST and TST) on August 24-26, 2021 at Brgy. Hacienda Conchita San Dionisio Iloilo Meals and Snacks 500/pax/dayx3 days=1500 2 snacks (AM & PM) and 1 lunch per day</p> <p style="text-align: right;">TOTAL AMOUNT</p>	<p>25</p> <p>25</p> <p>25</p> <p>33</p>	
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As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **May 10, 2021**, at exactly **5:00pm** for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Open quotations may be submitted.

Please submit a copy of your current (1) PhilGEPS Registration Number or Certificate, (2) Mayor's Permit, (3) Omnibus Sworn Statement for ABC above PhP50K and (4) latest income/business tax return for ABC above PhP500K, with your quotation.

For any clarification, you may contact the BSWM Procurement Management Section/BAC Secretariat at telephone nos. (02) 8352-8012 or email address at bswmpms@gmail.com or bswm.pms@yahoo.com.

(Sgd) DENISE A. SOLANO
Head, BAC Secretariat

Posted at the PhilGEPS:

Canvasser:


(Sgd) GINA M. ALBERTO
PMS Staff

(Signature over printed name)

Reference No:

Date of Canvass: _____

PR No: **2021-04-653/651/645/646/648/649/650/652/644/647/678/672/673/677/676/675/674/679-WRMD**

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After having carefully read and accepted the Terms and Conditions, please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation.

	Offered rate (Php) A	Max no of pax B	Max no of meals C	Sub-Total AxBxC
AM Snack				
PM Snack				
Lunch				
Term of Reference: 1. All catering schedule and condition is subject to change per IATF and LGU guidelines; 2. Final arrangement shall be done at least 3 Calendar days before event schedule; 3. All caterer must provide service in accordance to IATF and LGU guidelines				
TOTAL OFFERED QUOTATION				

NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND OTHER CHARGES

Terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. This shall be the basis for the contract price.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The BSWM shall confirm the final number of participants at least five (5) days prior to the scheduled function date. This shall be the basis for the actual amount due.
8. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
9. The charge for the additional persons shall be contained in an Amendment to Contract.

(Signature over Printed Name)

Designation _____

Telephone No. _____

Fax No. _____

Email Address _____

Date accomplished _____