



REQUEST FOR QUOTATION

P.R. NO: 2024-02-0296	MODE OF PROCUREMENT: NP-Small Value Procurement	
P.R. DATE: 17 APRIL 2024	REF. NO.: RFQ-2024-127	
END-USER: OSEC/TRANSFORM	DATE PREPARED: 02 MAY 2024	
PRN: _____	CLOSING DATE/TIME: 06 MAY 2024	10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Meals for the Conduct of Hi-Level Inter – Agency Committee (IAC) Meeting on the APMCDRR as per attached Terms of Reference</i>	1	lot	149,600.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
a.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);
	OR
	PhilGEPS Registration Number
b.	Valid and Current Mayor’s/Business Permit for CY 2024, in case bidder submitted its PhilGEPS Registration Number only
c.	Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
d.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex “A”)
e.	Service Provider must be in the catering / restaurant/food business for the last three (3) years
f.	Service Provider is an existing caterer of DENR for at least two (2) years
g.	Service Provider must have Sanitary and Health Permits/Clearance

Failure to submit all documents as required above shall be automatically disqualified.

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor, 2 Storey Warehouse, and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: GIANINA P. AGIR -RFQ-2024-127.**
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

DIANNE G. IBIAS
 Chief, Procurement Mgt. Section-PSMD &
 Head, BAC Secretariat

Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
Meals for the Conduct of Hi-Level Inter – Agency Committee (IAC) Meeting on the APMCDRR	160 pax	



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



TERMS OF REFERENCE

CATERING SERVICES

I. Approved Budget for the Contract

The total ABC for the contract is **Php 149,500.00** inclusive of all applicable government taxes and service charges.

II. Technical Specifications

Catering services items required by the DENR Central office on the conduct of HI-LEVEL MEETING in relation to the preparation of Philippine hosting of Asia Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR). The meeting is chaired by DENR in the Office of the Civil Defense (OCD) Camp Aguinaldo Quezon City on May 09 2024.

1. Food/Meals, packed and/or plated/assisted buffet
2. Bottled Waters for VIP's/Officials.
3. Uniforms and trained Crews/Waiters
4. Assigned trained and uniforms personnel for VIP's.
5. A day before setup in the location of the event.
6. Meeting with Provider and End-User before the event.
7. Ocular inspection in the venue is required to the provider and end user.
8. Service provider shall submit the list of corporate file of company, list of personnel's/ crews with IDs, No. of service vehicle to be use with plate number and check list of equipment to be used in the venue.
9. End-user has full authority to coordinate with the provider before, during and after the event.
10. End-user shall issued official advisory 2days before the postponed/cancellation of the activity.

The quantity and approved budget for the contract for each catering items are as follows.

No.	Particulars	Amount per pax*
1	Setup HIGH-LEVEL/FORMAL	P 850.00
3	SNACKS, LUNCH	
3	PHYSICAL ARRANGEMENTS/ SET UP <ul style="list-style-type: none"> • 9 units of 8- sitters round table with covers. • Covered chairs • Buffet setup/ Food station with center piece • 2 coffee stations • Trained crew/uniforms waiters • Bottled water for VIP's • Plated meals for VIP's 	

- additional 10% Service Charge shall be included for orders above twenty (20) pax.

No.	Particulars	No. of Pax	Category	Unit Cost	Total Cost
	Catering Services	160	Hi-level/ formal	P 850.00	P 136,000.00
			10 % Service Charge		13,500.00
			Total		P 149,500.00

III. Minimum Requirements for Bidders

1. The Service Provider must be in the catering/restaurant/food business for the last (3) years.
2. The Service Provider is an existing caterer of DENR for at least two (2) years and has a business address or restaurant within two (2) kilometer radius of the main gate of DENR.
3. The Service Provider must use eco-friendly packaging materials.
4. The Service Provider must have Sanitary and Health Permits/Clearances. Furthermore, all food handlers, waiters and other personnel of the Service Provider must have their personal medical clearance and health permits obtained from the DENR Health Service or any Government-accredited health service facility, clinic or hospital.

IV. Conditions of the Contract

1. The services of the contract valid up to (3) three months upon receipt of the Notice to Proceed
2. Delivery of service must be on time based on the given advisory prior the scheduled Meeting.

V. Terms of Payment

1. Payment shall be made subject to submission of billing statement and other supporting documents by the Service Provider and subject to the issuance of End-user Certificate of Acceptance and other documentary requirement for payments.

VI. Implementation and Termination of Catering Services Contract

1. The Service Provider hereby warrants that the goods subject of the Contract are free from latent defects and spoilage. The Service Provider shall ensure that the quality of food, either raw, processed or cooked complies with established sanitation standards.
2. DENR reserves the right to suspend/cancel delivery of the items covered by herein order in the event of strikes, accidents or other contingencies beyond control.
3. The Service Provider agrees and obligates to finally and unconditionally abide by the decisions of DENR on the interpretation or construction of any term, condition or stipulation contained in the Contract.
4. Service Provider's failure to deliver specified goods when due will authorize DENR to impose penalty equivalent to the maximum liquidated damages of 10% of the Contract which shall be deductible from any money which may become due to Service Provider, or to recover from Service Provider's performance bond filed under this contract, if there is any.
5. In case of breach or violation by the Service Provider of any provision of this Agreement, the Service Provider shall pay DENR, by way of liquidated damages the sum equivalent to 10% of the total Contract Price. It is understood that the damages herein provided are fixed, agreed and liquidated damages, and that to be entitled to such damages, the DENR shall not be required to prove that it has incurred actual damages.

Approved by:


DIR. JOE MAN S. PEREZ
Document Management and
Operation Support,
AFMCCDR COMMITTEE

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 3 of 3)

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per attached Terms of Reference
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)		BIDDER'S TOTAL PRICE QUOTATION (P)	
				Unit Cost	Total	Unit Cost	Total
	<i>Meals for the Conduct of Hi-Level Inter – Agency Committee (IAC) Meeting on the APMCDRR Snack , Lunch Physical Arrangements / Set up Add : 10% Service Charge</i>	160	pax	850.00	136,000.00		
					13,600.00		
TOTAL					149,600.00		

Note: Financial offer must not exceed the ABC of per line items.

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____