



Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
<p><b>Meals for the Online Submission of FY 2024 Budget and Financial Accountability Reports (BFARs) on the DBM Web Based Unified Reporting System Version 2 (URS v2.0)</b>  <b>(Breakfast, AM Snack, Lunch, PM Snack, and Dinner) x 5 days</b>  <b>Add : 10% Service Charge</b></p>	60 pax	



Republic of the Philippines  
 Department of Environment and Natural Resources  
 Visayas Avenue, Diliman Quezon City, 1100  
 Tel. Nos. (632) 929-66-26 x, (632) 929-62-52  
 929-66-20 x, 929-66-33 to 35

**TERMS OF REFERENCE**  
 As of 25 June 2024

**CATERING SERVICES**

I. Approved Budget for the Contract

The total ABC for the contract is **PhP 386,100.00** inclusive of all applicable government taxes and service charges.

II. Technical Specifications

Catering items required by the Budget Division during the Online Submission of FY 2024 Budget and Financial Accountability Reports (BFARs) on the DBM Web-Based Unified Reporting System Version 2 (URS V2.0) on July 9 to 13, 2024 at the Budget Division Conference Room

1. Breakfast, packed and plated/assisted buffet
2. Morning Snack, packed and plated/assisted buffet
3. Lunch, packed and plated/assisted buffet
4. Afternoon Snack, packed and plated/assisted buffet
5. Dinner, packed and plated/assisted buffet

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

No.	Particulars	Unit Cost	No. of Pax	Total Cost
1	Breakfast	170.00	60	10,200.00
2	AM Snack	150.00	60	9,000.00
3	Lunch	350.00	60	21,000.00
4	PM Snack	150.00	60	9,000.00
5	Dinner	350.00	60	21,000.00
				<b>70,200.00</b>
Multiply by the No. of Days				5
				<b>351,000.00</b>
10% Service Charge				35,100.00
<b>Total Cost</b>				<b>386,100.00</b>

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

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



- 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 of any Government-accredited health service facility, clinic or hospital

IV. Conditions of the Contract

- 1. The services of the contract is for the period of five (5) days, which shall commence on the day agreed upon.
- 2. Delivery of food must be on time based on the given Order Slip two (2) days prior the scheduled event.

V. Terms of Payment

- 1. Payment shall be made after the last day of the event, subject to submission of billing statement and other supporting documents by the Service Provider and subject to the issuance of DENR-CO Certificate of Acceptance for the rendered/delivered services.

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.

Prepared by:

Approved by:

**MARIKA JOY D. ANTONIO**  
AO II, Support Services Section

**LILIA P. SAROCA**  
Assistant Chief, Budget Division

**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 Online Submission of FY 2024 Budget and Financial Accountability Reports (BFARs) on the DBM Web Based Unified Reporting System Version 2 (URS v2.0) (Breakfast, AM Snack, Lunch, PM Snack, and Dinner) x 5 days Add : 10% Service Charge</i>	60	pax	1,170.00	351,000.00 35,100.00		
<b>TOTAL</b>				<b>386,100.00</b>			

**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: \_\_\_\_\_