

Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
Meals for the Conduct of ENR Academy Specialized Course on ELE at ENR Academy Carranglan, Nueva Ecija (27 days)	43 pax	

- Buffet style service for food;
- Buffet table with skirting and table covered with table cloth;
- Free flowing of brewed coffee, instant coffee, milo, tea for 24 hours;
- Supply of mineral water for speaker's room, trainees' room, staff room, function room and mess hall;
- Flexibility to address emergency situations;
- Readily prepared food for unexpected guests;
- Preparedness for other functions such as cocktail party, packed meals, etc; and
- Provisions for standby waiters starting from 5:00am until 10:00 pm to serve participants and staff



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



TERMS OF REFERENCE
As of 16 July 2023

CATERING SERVICES

- I. **Approved Budget for the Contract**
The total ABC for the contract is **Php 986,850.00** inclusive of all applicable government taxes and service charges.
- II. **Technical Specifications**
Catering items required by the Training and Development Division of the Human Resource Development Service for the conduct of **Environment and Natural Resources Academy Specialized Course on Environmental Law Enforcement** on 13 August to 09 September 2024 at ENR Academy, Carranglan, Nueva Ecija:
 1. Breakfast, buffet
 2. AM Snack
 3. Lunch, buffet
 4. PM Snack
 5. Dinner, buffet

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

No.	Particulars	Unit Cost	No. of Pax and days	Total Cost
1.	BREAKFAST	120.00	43 pax/ 27 days	139,320.00
2.	AM SNACK	90.00		104,490.00
3.	LUNCH	275.00		319,275.00
4.	PM SNACK	90.00		104,490.00
5.	DINNER	275.00		319,275.00
			No. of Days	27
			Total Amount	Php 986,850.00

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III. Minimum Requirement for Bidders

1. The Service Provider must use eco-friendly materials;
2. The Service Provider must have Sanitary and Health Permits/Clearances;
3. Buffet style service for food;
4. Buffet table with skirting, and tables covered with tablecloth;
5. Free flowing of brewed coffee, instant coffee, milo, tea for 24 hours;
6. Supply of Mineral Water for speakers' room, trainees' room, staff room, function room, and mess hall;
7. Flexibility to address emergency situations;
8. Readily prepared food for unexpected guests;
9. Preparedness for other functions such as cocktail party, packed meals, etc.; and,
10. Provisions of standby waiters starting from 5:00 am until 10:00 pm to serve participants and staff.

IV. Conditions of the Contract

1. The services of the contract are for the period of twenty-seven (27) days, which shall commence on the day agreed upon.

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

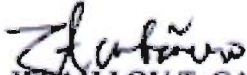
1. The Service Provider hereby warrants that the goods subject of the Contract is free from latent defects and spoilage. The Service Provide shall ensure that the quality of food, either raw, processed or cooked complies with established sanitation standards.
2. DENR serves the right to suspend/cancel delivery of the items covered by herein order in the event of strikes, accidents or other contingencies beyond control.
3. The Service Provider aggresses and obligates to finally and unconditionally abide by the decisions of the DENR on the interpretation or construction of any item, condition or stipulation contained in the Contract.
4. Service Provider's failure to deliver specific 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

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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:



JESAH LOU T. CABANERO

Oil Chief,

Executive and Managerial Development Section

27

Approved by:



WILSON L. HENSON, RPE, MPA

Chief

Training and Development 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)
				Total	Total
	<i>Meals for the Conduct of ENR Academy Specialized Course on ELE at ENR Academy Carranglan, Nueva Ecija (27 days)</i>	43	pax	986,850.00	
TOTAL				986,850.00	

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: _____