



### REQUEST FOR QUOTATION

<b>P.R. NO:</b>	<b>2024-08-2238</b>	<b>MODE OF PROCUREMENT:</b>	<b>NP-Small Value Procurement</b>
<b>P.R. DATE:</b>	<b>27 AUGUST 2024</b>	<b>REF. NO.:</b>	<b>RFQ-2024-292</b>
<b>END-USER:</b>	<b>CDS-TDD</b>	<b>DATE PREPARED:</b>	<b>30 AUGUST 2024</b>
<b>PRN:</b>	_____	<b>CLOSING DATE/TIME:</b>	<b>03 SEPTEMBER 2024 10:00 AM</b>

- 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 Orientation for Newly Hired Employees cum Onboarding Program (Batch 1)-Meet Your 7P's : Unveiling Your Journey Through Metamorphosis" (4 days)</i>	1	lot	158,400.00

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

<b>A. ELIGIBILITY DOCUMENTS</b>	
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);  <b>OR</b>  PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business /Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2024 Business/Mayor's permit.
c.	Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
d.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Service Provider must have Sanitary and Health Permits/Clearance
f.	Detailed Financial breakdown indicating prices per meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)

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

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- 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.
- 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.
- Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2<sup>nd</sup> Floor, 2 Storey Warehouse, and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto: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.
- If thru email, kindly indicate in the subject **ATTENTION: GIANINA P. AGIR -RFQ-2024-292.**
- 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.

Sgd.

**DIANNE G. IBIAS**

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

Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
<b>Meals for the Conduct of Orientation for Newly Hired Employees cum Onboarding Program (Batch 1)-Meet Your 7P's : Unveiling Your Journey Through Metamorphosis" (4 days) (Breakfast, AM Snack, Lunch, PM Snack, Dinner) Add : 10% Service Charge</b>	40 pax	

- Buffet style service 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 27 August 2024  
CATERING SERVICES**

**I. Approved Budget for the Contract**

The total ABC for the contract is **Php 158,400.00** 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 **Orientation for Newly Hired Employees cum Onboarding Program (Batch 1) - "Meet Your 7Ps: Unveiling Your Journey through Metamorphosis" – Becoming Ambassadors and Advocates for the Environment and Service Excellence Commitment Building** on 10-13 September 2024 at the 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	40 pax/ 4 days	Php 19, 200.00
2.	AMSNACK	90.00		Php 14, 400.00
3.	LUNCH	300.00		Php 48, 000.00
4.	PMSNACK	90.00		Php 14, 400.00
5.	DINNER	300.00		Php 48, 000.00
10% Service Charge				Php 14, 400.00
			No. of Days	4
<b>Total Amount</b>				<b>Php 158, 400.00</b>

### **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, 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**

The services of the contract are for the period of four (4) days, which shall commence on the day agreed upon.

### **V. Terms of Payment**

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 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 aggress 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 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 that to be entitled to such damages, the DENR shall not be required to prove that it has incurred actual damages.

Prepared by:

  
**CARLO C. FAJARDO, LPT**  
OIC Chief  
Competency Development Section

Approved by:

  
**WILSON E. 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)	
				Unit Cost	Total	Unit Cost	Total
	<i>Meals for the Conduct of Orientation for Newly Hired Employees cum Onboarding Program (Batch 1)-Meet Your 7P's : Unveiling Your Journey Through Metamorphosis" (4 days) (Breakfast, AM Snack, Lunch, PM Snack, Dinner) Add : 10% Service Charge</i>	40	pax	900.00	144,000.00		
					14,400.00		
				<b>TOTAL</b>	<b>158,400.00</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: \_\_\_\_\_