

PURCHASE REQUEST

Entity Name: DENR-PENRO, CAM. SUR

Fund Cluster:

Office/Section: PAMO-MINP, TSD, DENR-PENRO, Cam. Sur

PR No.: 2023-01-002A

Responsibility Center Code :

Date: 01/27/2023

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Purchase of Catering services for the conduct of 1st, 2nd, and 4th PAMB Meeting of MINP to be conducted on February 2023, May 2023, and November 2023 at Naga City			
Lot 1		AM SNACKS			
	pax	Clubhouse sandwich, pineapple in can, water	55	200.00	11,000.00
		LUNCH			
	pax	Rice, Grilled porkchop, fried Chicken, chopsuey, asparagus soup, gelatin	55	500.00	27,500.00
		PM SNACKS			
		Sotanghon guisado, garlic bread, four season juice	55	200.00	11,000.00
Lot 2		AM SNACKS			
	pax	Pancit guisado, toasted bread, four season juice	55	200.00	11,000.00
		LUNCH			
	pax	Sinigang na Baboy, Grilled fish vegetable, Rice, Dessert, water	55	500.00	27,500.00
		PM SNACKS			
	pax	Bihon guisado, Ensaymada, Pineapple juice	55	200.00	11,000.00
Lot 3		AM SNACKS			
	pax	Sotanghon guisado, garlic bread, four season juice	55	200.00	11,000.00
		LUNCH			
	pax	Rice, Cordon blue pork, Fried chicken, Mixed vegetable, Dessert	55	500.00	27,500.00
		PM SNACKS			
	pax	Clubhouse sandwich, Pineapple in can	55	200.00	11,000.00

	Free flowing coffee			
TOTAL AMOUNT				115,500.00

Purpose: For official use of PENRO Camarines Sur - PAMO-MINP


Requested by:

Approved by:

Signature :

Printed Name :

Designation :


ALEJANDRO D. MARANAN
 OIC, Technical Services Division


RONNEL B. ASTOR
 PENR Officer

Certified as to availability of funds:

Alobs No: _____
 Amount : **₱ 115,500.00**


ANGELI MARIE A. RUTAQUIO
 Budget Officer



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Panganiban Drive, Naga City
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TERMS OF REFERENCE

CATERING SERVICES FOR THE CONDUCT OF PROTECTED AREA MANAGEMENT BOARD (PAMB) MEETING – MT. ISAROG NATURAL PARK (MINP) FOR CY 2023

A. RATIONALE

Mt. Isarog Natural Park (MINP) is one of the legislated protected areas in the jurisdiction of Camarines Sur. Pursuant to Republic Act No. 11038, otherwise known as Expanded National Integrated Protected Areas System (ENIPAS) Act of 2018, the Protected Area Management Board (PAMB) was established as the authoritative body to oversee the effective management, protection, and development of the said areas. Relative to this, the PAMB conducts regular quarterly meetings presided by the PAMB Chairman, which is the DENR V-Regional Executive Director, and involving its determined composition of members, other stakeholders, and DENR personnel as its secretariat.

Compliant to ENIPAS Act of 2018 and DAO 2019-05, the PAMB must conduct regular meetings in order to ensure the efficient implementation of plans and targets, discuss managerial undertakings, and tackle policies and guidelines needed for the protected area. The PAMB must be conduct regular meetings quarterly and may conduct a special meeting if the need arises.

In this regard, this Office deemed necessary to facilitate the procurement process and award of the catering services in order to carry out the conduct of the above-mentioned PAMB Meetings.

B. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is One Hundred Fifteen Thousand Pesos (Php 115,000.00) only.

C. SCOPE OF WORK

The service provider must deliver three (3) catering services for the 1st, 2nd, and 4th Quarter PAMB Meeting with 55 participants each meeting.

D. SCHEDULE OF DELIVERY

The service provider shall deliver its services on the following dates:

Quarter	Location	Date
1 st Quarter PAMB Meeting	Naga City	February 2023
2 nd Quarter PAMB Meeting	Naga City	May 2023
4 th Quarter PAMB Meeting	Naga City	November 2023

E. TERMS AND CONDITION

1. The service provider shall ensure the prompt delivery of the catering service and shall serve the food 15 minutes prior to the specified time of distribution among PAMB members, secretariat, and other guests.
2. The quantity/serving of food and/or drink that shall be delivered should commensurate the number of participants stated herein with at least 10% contingency on the serving and shall strictly observe standard food quality and service procedures such as proper food handling and preparation to ensure the safety of the PAMB members, secretariat, and other guests.
3. As the primary agency mandated for the conservation, management, development and proper use of our environment and natural resources, it is the duty of the organization to uphold its commitment in reducing the use of plastic materials. In this regard, the service provider must strictly dispense with the usage of single-use plastic and/or plastic materials for food containers and drinking cups, and instead engage in utilizing containers made from biodegradable or recycled products.

F. PAYMENT:

Relative to the delivery of service, payment shall be made on staggered basis depending on the scheduled delivery of the services and shall be made upon Inspection and Acceptance of the Inspection Committee and by the End-User.

Prepared by:



ERASTO C. ABRERA
End-user/SvEMS/ PASu MINP

Recommending Approval:



ALEJANDRO D. MARANAN
OIC, Technical Services Division

Approved by:



RONNEL B. ASTOR
HoPE/PENR Officer