


PURCHASE REQUEST

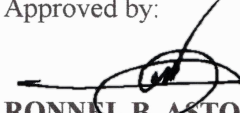
Entity Name: DENR-CENRO GOA


Fund Cluster: _____

Office/Section : DENR-CENRO GOA		PR No.: <u>2023-02-01</u>	Date: <u>2</u> / <u>8</u> / <u>2023</u>		
		Responsibility Center Code : <u>35</u>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost/pax	Total Cost
		<i>Catering services for the conduct of four (4) regular quarterly and one (1) special PAMB Meeting of CNP for CY 2023</i>			105,000.00
		Five (5) PAMB meetings			
	pax	AM Snack	30	4,500.00	22,500.00
		1 Snack Meal (eg. Carbonara/Pasta/Pancit,etc. with Toasted Garlic Buttered Bread) Juice or Soda with free-flowing Coffee and water			
	pax	Lunch Meal	30	12,000.00	60,000.00
		2 Kinds of Dishes (either Pork/Chicken/Fish/Beef/Seafood), Vegetable Dish, Fruits/Dessert, Juice or Soda with free-flowing Coffee and water			
	pax	PM Snack	30	4,500.00	22,500.00
		Snack Meal (see example for AM Snack) Juice or Soda with free-flowing Coffee and water			
					105,000.00

Purpose: For official use of CENRO Goa

Requested by: _____
 Signature : 
 Printed Name : **DAISY M. TERCIANO**
 Designation : **CENR Officer**

Approved by: _____

RONNEL B. ASTOR
 PENR Officer

Certified as to availability of funds:

ANGELI MARIE A. RUTAQUIO
 Budget Officer II



Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural Resources Office
Catagbacan, Goa, Camarines Sur
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ACTIVITY DESIGN

- A. **TITLE** : Protected Area Management Board Meeting of Caramoan National Park (CNP) for CY 2023
- B. **PARTICIPANTS** : CNP PAMB and Guests (25)
CENRO Goa personnel (5)
- C. **VENUE** : Caramoan Camarines Sur
- D. **DATE** :

PAMB Meeting Schedule				
Q1	Q2	Q3	Q4	Special PAMB Meeting
March 2023	May 2023	August 2023	October 2023	March - December 2023

I. RATIONALE

The Caramoan National Park (CNP) was established by virtue of Proclamation No. 291 dated July 20, 1938. It covers a total area of 347 hectares and lies solely in the municipality of Caramoan, Camarines Sur with geographical coordinates 13°48'8.50" North and 123°52'25.00" East traversing four (4) barangays, namely, Ilawod, Pandanan, Oroc-osoc, and Paniman. Included among the park's natural topographies are rock formations, white sand beaches, lagoons, and caves. The prominent physiographic feature of CNP is the limestone area which covers 295.25 hectares or 85.09% of the total land area of the park. It boasts of karst terrain hills similar to El Nido in Palawan with lagoons and white sand beaches.

As mandated by the NIPAS Act, the Department of Environment and Natural Resources, in cooperation with the Protected Area Management Board (PAMB) created for each PA site, exercises administration over PAs. 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 over PAMB Chairman, which is the DENR V-Regional Executive Director and involves determined composition of members, other stakeholders, and DENR personnel as its secretariat.

II. OBJECTIVES

The activity aims to:

1. Formally conduct the PAMB meeting with at least 50% of members plus one (1) attendance to achieve quorum.

2. Convene the PAMB, headed by the chairman or the presiding officer, discusses all the approved agenda and addresses issues through resolutions.

III. MODALITY

The quarterly PAMB meeting will be conducted on the dates approved by the chairman at Caramoan, Camarines Sur with the participants composed of CNP-PAMB members, local government unit of Caramoan, academe, and other stakeholders.

It was a one (1) day activity to be presided over by the PAMB chairman or the appointed presiding officer from one of the present PAMB members. the schedule of activities below indicates the proceedings of the meeting.

IV. SCHEDULE OF ACTIVITIES/PROGRAMME

Time/Duration	Activity	Responsible Person
9:00 AM	Registration	Secretariat
9:00-10:30 AM	Roll Call/Call to Order	PASu-CNP
	Review and approval of the agenda	Chairman/Presiding Officer
	Reading and approval of the previous minutes of the meeting	
	Issues and concerns arising from the previous minutes of the meeting	
	Snack	
10:30-12:00 NN	Discussion of the approved agenda	
12:00-1:00 PM	Lunchbreak	
1:00-4:00 PM	Continuation of the meeting (including Snack)	Chairman/Presiding Officer
4:00 PM	Adjournment of the meeting	

V. BUDGETARY REQUIREMENTS

The financial allocation for this activity (4 regular and 1 special PAMB meeting) covers food and venue amounting to **One Hundred Five Thousand Pesos only** (Php 105,000.00) with the breakdown as follows:

Particulars	No. of Participants	Price (per pax)	Qty.	Budget
AM Snacks	30	150	5	22,500
Lunch	30	400	5	60,000
PM Snacks	30	150	5	22,500
Total Budget				105,000

Prepared by:


KIMBERLY V. FLORES
Forester II/Chief, CDS

Recommending Approval:


DAISY M. TERCIANO
CENR Officer

Approved by:


RONNEL B. ASTOR
Head of Procuring Entity (HoPE)



Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural Resources Office
Catagbacan, Goa, Camarines Sur
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TERMS OF REFERENCE

CATERING SERVICES FOR THE CONDUCT OF PROTECTED AREA MANAGEMENT BOARD (PAMB) MEETING – CARAMOAN NATIONAL PARK FOR CY 2023

A. RATIONALE

The CENR Office of Goa, Camarines Sur has three (3) protected areas within its area of responsibility, one of which is the Caramoan National Park (CNP). Pursuant to Republic Act No. 11038, otherwise known as Expanded National Integrated Protected Areas System (E-NIPAS) Act, 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 over by the PAMB Chairman, which is the DENR V-Regional Executive Director, and involves its determined composition of members, other stakeholders, and DENR personnel as its secretariat.

In this regard, this Office deemed it necessary to facilitate the procurement process and award of the catering services in order not to impede the conduct of the above-mentioned PAMB Meetings. There are thirty (30) participants expected every quarter (including PAMB Members, other stakeholders, and DENR PENRO and CENRO Goa personnel).

B. APPROVED BUDGET FOR THE CONTRACT : Php 105,000.00

C. SCOPE OF WORK

Four (4) Catering Services for the quarterly PAMB Meeting and one (1) Catering service for the special PAMB Meeting. Moreover, the service provider shall likewise provide necessary equipment, utilities, and/or venue, as may be deemed needed by the End-User, intended for the conduct of the above-cited meeting.

D. SCHEDULE OF ACTIVITIES

Protected Area	Proposed PAMB Meeting Schedule				
	Q1	Q2	Q3	Q4	Special PAMB Meeting
CARAMOAN NATIONAL PARK	March 2023	May 2023	August 2023	October 2023	March-December 2023

E. TERMS AND CONDITIONS:

1. The details of the food/dishes and beverages to be served shall be communicated by the End-user to the service provider in advance prior to the scheduled activity;
2. 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;
3. The quantity/serving of food and/or drink that shall be delivered should commensurate with the number of participants stated herein 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.
4. 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.
5. Delivery of the catering service shall be on a staggered basis consistent with the quarterly schedule of the PAMB meeting.

F. PAYMENT:

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

Prepared by:


KIMBERLY N. FLORES
Forester II/Chief, CDS

Recommending Approval:


DAISY M. TERCIANO
CENR Officer

Approved by:


RONNEL B. ASTOR
Head of Procuring Entity (HoPE)