



Republic of the Philippines
Department of Environment and Natural Resources Regional Office No. 5, Rawis, Legaspi City
REQUEST FOR QUOTATION (RFQ)
RFQ No. 118-07-2023-ED
Date: July 31, 2023

1. The Department of Environment and Natural Resources hereinafter referred to as "the Purchaser" now requests you to submit price quotation/s for the supply and delivery of the following items based on the Approved Procurement Plan/Supplemental Plan of Enforcement Division

Item No.	Quantity	Unit	Description
			Four (4) Days catering Services on Advance Environmental Law Enforcement Training Course for DENR V Enforcement Personnel on August 22-25, 2023
			ABC: 400,400.00
	70	pax	1st Day (August 22, 2023)
			AM Snacks: Noodles, Cake, Juice
			Lunch: Rice, Meat, Vegetables, Fruit & Water
			PM Snacks: Noodles, Bread, Juice
			Dinner: Rice, Meat and Water
			Accommodation
	70	pax	2nd Day (August 23, 2023)
			Breakfast: Fried Rice, Egg, Fish & Unlimited Coffee
			AM Snacks: Noodles, Sandwich, Juice
			Lunch: Rice, Meat, Fish, Fruit & Water
			PM Snacks: Sandwich, Juice
			Dinner: Plain Rice, Vegetables, Fish, Fruit and Water
			Accommodation
	70	pax	3rd Day (August 24, 2023)
			Breakfast: Fried Rice, Vegetables, Fish & Unlimited Coffee
			AM Snacks: Cake, Soup, Juice
			Lunch: Rice, Meat, Vegetables, Fruit & Water
			PM Snacks: Noodles, Sandwich, Juice
			Dinner: Rice, Meat, Fish, and Water
			Accommodation
	70	pax	4th Day (August 25, 2023)
			Breakfast: Fried Rice, Meat (Beef), Egg & Hot Choco
			AM Snacks: Sandwich, Juice
			Lunch: Rice, Meat (Pork) Fish, Mixed Fruits & Water
			PM Snacks: Noodles, Sandwich, Juice
			Dinner: Rice, Meat (Chicken), Soup, Fruit and Water

2. A set of technical specifications for the above items are provided in Attachment/s # 1. All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

(i) Evaluation procedures of quotations will be conducted by the Bids and Awards Committee (BAC) in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184. Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Bids and Awards Committee, thru the Technical Working Committee (TWG), will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

3. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Quotations exceeding the Approved Budget for the Contract shall be rejected.

4. Quotations must be delivered at the address below not later than _____ on _____.

Bids and Awards Committee
c/o BAC Secretariat
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City

5. Your prices must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

6. All quotations may be typewritten and may be placed in sealed envelope marked "Four (4) Days catering Services on Advance Environmental Law Enforcement Training Course for DENR V Enforcement Personnel on August 22-25, 2023" (RFQ No. 118-07-2023-ED)

7. Quotations shall be valid for sixty (60) calendar days from the deadline of submission.

8. The delivery period for items/services shall be within thirty (30) calendar days from receipt of the Job Order (JO) or in the case of catering services, on the date/s specified in the Request for Quotation (RFQ). The supplier/service provider shall inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery shall be made only during working days and hours, in case of supplies/materials/equipment.


9. DELIVERY SITE for Supplies/Materials/Equipment:

Procurement
Administrative Division
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City

10. The Department of Environment and Natural Resources reserves the right to accept or reject any quotation, and to annul the Shopping/Small Value Procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/service provider. The purchaser (DENR) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.

11. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Technical Specification/Terms of Reference
- c) Proof of PhilGEPS Registration
- d) Proof of valid Mayor's Permit
- e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
- f) Updated BIR Tax Clearance
- g.) Notarized Omnibus Sworn Statement (if ABC is above 50,000.00)


GRACE L. CARINO, Ph.D.
BAC Chairperson
DCV/ROS/smbb

Republic of the Philippines
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City
TECHNICAL SPECIFICATIONS

All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

Item/s	Purchaser's Specifications	Bidder's Specifications
	Four (4) Days catering Services on Advance Environmental Law Enforcement Training Course for DENR V Enforcement Personnel on August 22-25, 2023	
	ABC: 400,400.00	
	1st Day (August 22, 2023)	
	AM Snacks: Noodles, Cake, Juice	
	Lunch: Rice, Meat, Vegetables, Fruit & Water	
	PM Snacks: Noodles, Bread, Juice	
	Dinner: Rice, Meat and Water	
	Accommodation	
	2nd Day (August 23, 2023)	
	Breakfast: Fried Rice, Egg, Fish & Unlimited Coffee	
	AM Snacks: Noodles, Sandwich, Juice	
	Lunch: Rice, Meat, Fish, Fruit & Water	
	PM Snacks: Sandwich, Juice	
	Dinner: Plain Rice, Vegetables, Fish, Fruit and Water	
	Accommodation	
	3rd Day (August 24, 2023)	
	Breakfast: Fried Rice, Vegetables, Fish & Unlimited Coffee	
	AM Snacks: Cake, Soup, Juice	
	Lunch: Rice, Meat, Vegetables, Fruit & Water	
	PM Snacks: Noodles, Sandwich, Juice	
	Dinner: Rice, Meat, Fish, and Water	
	Accommodation	



	4th Day (August 25, 2023)	
	Breakfast: Fried Rice, Meat (Beef), Egg & Hot Choco	
	AM Snacks: Sandwhich, Juice	
	Lunch: Rice, Meat (Pork) Fish, Mixed Fruits & Water	
	PM Snacks: Noodles, Sandwhich, Juice	
	Dinner: Rice, Meat (Chicken), Soup, Fruit and Water	

Concessionaire's representative signature over printed name

Designation

Name of Company

Address

QUOTATION FORM

PR No. 2023-07-127-ED

RFQ No. 118-07-2023-ED

The Chairperson

Bids and Awards Committee
 Department of Environment and Natural Resources
 Regional Office No. 5
 Rawis, Legaspi City

1.) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total price)

Item No.	Description	Number of Units	Unit Price	Total Price
	Four (4) Days catering Services on Advance Environmental Law Enforcement Training Course for DENR V Enforcement Personnel on August 22-25, 2023			
	ABC: 400,400.00			
	1st Day (August 22, 2023)	70 pax		
	AM Snacks: Noodles, Cake, Juice			
	Lunch: Rice, Meat, Vegetables, Fruit & Water			
	PM Snacks: Noodles, Bread, Juice			
	Dinner: Rice, Meat and Water			
	Accommodation			
	2nd Day (August 23, 2023)	70 pax		
	Breakfast: Fried Rice, Egg, Fish & Unlimited Coffee			
	AM Snacks: Noodles, Sandwich, Juice			
	Lunch: Rice, Meat, Fish, Fruit & Water			
	PM Snacks: Sandwich, Juice			
	Dinner: Plain Rice, Vegetables, Fish, Fruit and Water			
	Accommodation			
	3rd Day (August 24, 2023)	70 pax		
	Breakfast: Fried Rice, Vegetables, Fish & Unlimited Coffee			
	AM Snacks: Cake, Soup, Juice			
	Lunch: Rice, Meat, Vegetables, Fruit & Water			
	PM Snacks: Noodles, Sandwich, Juice			
	Dinner: Rice, Meat, Fish, and Water			
	Accommodation			
	4th Day (August 25, 2023)	70 pax		
	Breakfast: Fried Rice, Meat (Beef), Egg & Hot Choco			
	AM Snacks: Sandwich, Juice			
	Lunch: Rice, Meat (Pork) Fish, Mixed Fruits & Water			
	PM Snacks: Noodles, Sandwich, Juice			
	Dinner: Rice, Meat (Chicken), Soup, Fruit and Water			

Concessionaire's representative signature over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser