

Republic of the Philippines
Department of Environment and Natural Resources Regional Office No. 5, Rawis, Legaspi City
REQUEST FOR QUOTATION (RFQ)
RFQ No. 052-05-2023-ADMIN
Date: 05/08/2023

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.

Item No.	Quantit	Unit	Description
			Various Catering Services of Human Resources Development Section
			ABC: 163,800.00
	20	pax	Catering Services re: Capacity Building- Records Management May 16-17, 2023
			May 16, 2023
			AM Snacks: Clubhouse Sandwich and Juice
			Lunch: Rice, Chicken, Fish, Veggies, Dessert
			PM Snacks: Pasta, Toasted Bread, Juice
			May 17, 2023
			AM Snacks: Seafood Pansit, Buko Juice
			Lunch: Rice, Beef, Fish, Veggies, Dessert
			PM Snacks: Burger, Softdrinks
	25	pax	Catering Services re: ENR Frontline Course and Ease of Doing Business (Basic) on May 29-June 2, 2023
			May 29, 2023
			AM Snacks: Pasta, Kamote Fries, Juice
			Lunch: Rice, Pork, Fish, Veggies, Desserts
			PM Snacks: Burger, Softdrinks
			May 30, 2023
			AM Snacks: Pasta, Garlic Bread, Juice
			Lunch: Rice, Beef, Fish. Veggies, Desserts
			PM Snacks: Tuna Sandwich, Softdrinks
			May 31, 2023
			AM Snacks: Seafood Pansit, Buko Juice
			Lunch: Rice, Chicken, Fish. Veggies, Desserts
			PM Snacks: Cheese Burger, Softdrinks
			June 1, 2023
			AM Snacks: Pancake, Banana, Canned Juice
			Lunch: Rice, Pork, Fish, Veggies, Desserts
			PM Snacks: Lomi, Canned Juice
			June 2, 2023
			AM Snacks: Pasta, Canned Juice
			Lunch: Rice, Chicken, Fish, Veggies, Desserts
			PM Snacks: Egg n Cheese Sandwich, Canned Juice
	35	pax	Catering Services re: Training on Ease of Doing Business (Advance) June 14, 2023
			June 14, 2023
			AM Snacks: Clubhouse Sandwich, Canned Juice
			Lunch: Rice, Chicken, Fish, Veggies, Desserts
			PM Snacks: Cheese Burger, Softdrinks

	30	pax	Catering Services re: ENR Basic Course and Ease of Doing Business (Basic) on June 19-23, 2023
			June 19, 2023
			AM Snacks: Pasta, Kamote Fries, Juice
			Lunch: Rice, Pork, Fish, Veggies, Desserts
			PM Snacks: Burger, Softdrinks
			June 20, 2023
			AM Snacks: Pasta, Garlic Bread, Juice
			Lunch: Rice, Beef, Fish, Veggies, Desserts
			PM Snacks: Tuna Sandwich, Softdrinks
			June 21, 2023
			AM Snacks: Seafood Pansit, Buko Juice
			Lunch: Rice, Chicken, Fish, Veggies, Desserts
			PM Snacks: Cheese Burger, Softdrinks
			June 22, 2023
			AM Snacks: Pancake, Banana, Canned Juice
			Lunch: Rice, Pork, Fish, Veggies, Desserts
			PM Snacks: Lomi, Canned Juice
			June 23, 2023
			AM Snacks: Pasta with Toasted Bread, Canned Juice
			Lunch: Rice, Chicken, Fish, Veggies, Desserts
			PM Snacks: Egg n Cheese Sandwich, Canned Juice
			* Amenities: Unli water and free flowing coffee

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. It is the intent of the Bids and Awards Committee (BAC) to evaluate the quotation for each item separately, and award will be made to the combination of quotations resulting in the overall highest cost per lot which shall be equal to or higher than the Approved Budget for the Contract (ABC) as stated in the RFQ. However, award shall be made on per line item basis in cases where the RFQ specifically states such. Job Order Contract Award will be made to the highest evaluated quotation(s) meeting purchasers' technical specifications and compliance to eligibility/accreditation requirements.

4.Quotations must be delivered at the address below not later than **May 12, 2023 at 9:30 AM**.

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 "Various Catering Services of Human Resources Development Section (RFQ No. 052-05-2023-ADMIN)

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) Omnibus Sworn Statement


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

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
	Various Catering Services of Human Development Section	
	ABC: 163,800.00	
	Catering Services re: Capacity Building-Records Management May 16-17, 2023	
	May 16, 2023	
	AM Snacks: Clubhouse Sandwich and Juice	
	Lunch: Rice, Chicken, Fish, Veggies, Dessert	
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	May 17, 2023	
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	Lunch: Rice, Beef, Fish, Veggies, Dessert	
	PM Snacks: Burger, Softdrinks	
	Catering Services re: ENR Frontline Course and Ease of Doing Business (Basic) on May 29-June 2, 2023	
	May 29, 2023	
	AM Snacks: Pasta, Kamote Fries, Juice	
	Lunch: Rice, Pork, Fish, Veggies, Desserts	
	PM Snacks: Burger, Softdrinks	
	May 30, 2023	
	AM Snacks: Pasta, Garlic Bread, Juice	
	Lunch: Rice, Beef, Fish, Veggies, Desserts	
	PM Snacks: Tuna Sandwich, Softdrinks	
	May 31, 2023	
	AM Snacks: Seafood Pansit, Buko Juice	
	Lunch: Rice, Chicken, Fish, Veggies, Desserts	
	PM Snacks: Cheese Burger, Softdrinks	
	June 1, 2023	
	AM Snacks: Pancake, Banana, Canned Juice	
	Lunch: Rice, Pork, Fish, Veggies, Desserts	
	PM Snacks: Lomi, Canned Juice	
	June 2, 2023	

	AM Snacks: Pasta, Canned Juice	
	Lunch: Rice, Chicken, Fish, Veggies, Desserts	
	PM Snacks: Egg n Cheese Sandwich, Canned Juice	
	Catering Services re: Training on Ease of Doing Business (Advance) June 14, 2023	
	June 14, 2023	
	AM Snacks: Clubhouse Sandwich, Canned Juice	
	Lunch: Rice, Chicken, Fish, Veggies, Desserts	
	PM Snacks: Cheese Burger, Softdrinks	
	Catering Services re: ENR Basic Course and Ease of Doing Business (Basic) on June 19-23, 2023	
	June 19, 2023	
	AM Snacks: Pasta, Kamote Fries, Juice	
	Lunch: Rice, Pork, Fish, Veggies, Desserts	
	PM Snacks: Burger, Softdrinks	
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	AM Snacks: Pasta, Garlic Bread, Juice	
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	PM Snacks: Egg n Cheese Sandwich, Canned Juice	
	* Amenities: Unli water and free flowing coffee	

Concessionaire's representative signature over printed name

Designation

Name of Company

Address:

Contact No.

Email Address:

QUOTATION FORM

RFQ No. 052-05-2023-ADMIN

PR No. 2023-05-063-ADMIN

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
	Various Catering Services of Human Development Section			
	ABC: 163,800.00			
	Catering Services re: Capacity Building- Records Management May 16-17, 2023	20 pax		
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	PM Snacks: Egg n Cheese Sandwich, Canned Juice			
	* Amenities: Unli water and free flowing coffee			

Concessionaire's representative signature over printed name

Designation:

Name of Company:

Address:

Tel & Fax No.:

Signature over printed name of Canvasser