

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

**REQUEST FOR QUOTATION (RFQ)**

RFQ No. 019-2021-ADMIN

Date: January 29, 2021

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

Item No.	Quantity	Unit	Description
			ABC = P373,000.00
			Catering services: Food and Accommodation re: Workshop on Forest Land- Use Planning (FLUP) on February 15-19, 2021 at Legazpi City
	70	pax	<b>February 15,2021</b>
			AM snacks – Lunch – PM snack
	50	pax	Dinner
	50	persons	Accommodation
	70	pax	<b>February 16,2021</b>
			Breakfast – AM snacks – Lunch – PM snacks
	50	pax	Dinner
	50	persons	Accommodation
	70	Pax	<b>February 17,2021</b>
			Breakfast – AM snacks – Lunch – PM snacks
	50	pax	Dinner
	50	persons	Accommodation
	70	pax	<b>February 18,2021</b>
			Breakfast – AM snacks – Lunch – PM snacks
	50	pax	Dinner
	50	persons	Accommodation
	70	pax	<b>February 19,2021</b>
			Breakfast – AM snacks – Lunch – PM snacks
	20	pax	Dinner
	20	persons	Accommodation

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 8:30AM on February 05, 2021.

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 "SUPPLY AND DELIVERY OF VARIOUS SERVICES" (RFQ No. 019-2021-ADMIN)

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Signature over printed name of Canvasser

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:
- Quotation Form
  - Technical Specification/Terms of Reference
  - Proof of PhilGEPS Registration
  - Proof of valid Mayor's Permit
  - Proof of DTI/SEC/CDA (in case of cooperatives) registration
  - Updated BIR Tax Clearance

ATTY. RONNEL C. SOPSOP  
BAC Chairperson  
DCV//ROS/lyn

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
	Catering services: Food and Accommodation re: Workshop on Forest Land- Use Planning (FLUP) on February 15-19, 2021 at Legazpi City	
	<b>February 15,2021</b>	
	<b>AM snacks:</b> Cheese sandwich, iced tea	
	<b>Lunch:</b> Rice, crab soup, sautee sayote, pork hamonado, chicken with Mushroom sauce, fruits	
	<b>PM snacks:</b> Pansit canton with bread, fresh mango juice	
	<b>Dinner:</b> Rice, laing pinangat, fish steak, fruits	
	<b>Accommodation</b>	
	<b>February 16,2021</b>	
	<b>Breakfast:</b> Fried rice, longanisa with tomato, sunny side up egg, coffee	
	<b>AM snacks:</b> Ham sandwich, calamansi juice	
	<b>Lunch:</b> Rice, mushroom sauce, sweet n sour tuna fillet, asado chicken, ensalada vegetables, choco mousse	
	<b>PM snacks:</b> Sotanghon with bread, fresh pineapple juice	
	<b>Dinner:</b> Rice, fried fish, pork ampalaya, fruits	
	<b>Accommodation</b>	
	<b>February 17,2021</b>	
	<b>Breakfast:</b> Fried rice, tocino with cucumber, scrambled egg, coffee	
	<b>AM snacks:</b> Egg sandwich, cucumber juice	
	<b>Lunch:</b> Rice, tuna cocido with vegetables, chicken hamonado, fruits	
	<b>PM snacks:</b> Siopao, softdrinks	
	<b>Dinner:</b> Rice, spareribs with sauce, sautee vegetables, fruits	
	<b>Accommodation</b>	
	<b>February 18,2021</b>	
	<b>Breakfast:</b> Fried rice, fish fillet, egg omelet, coffee	
	<b>AM snacks:</b> Chicken macaroni salad with cracker, juice in bottle	
	<b>Lunch:</b> Rice, pumpkin soup, coleslaw, babyback ribs, chicken mechado,fruit salad	
	<b>PM snacks:</b> Tuna sandwich, fresh juice	
	<b>Dinner:</b> Rice, tuna in garlic sauce, pakbet, mixed fruits - <b>Accommodation</b>	
	<b>February 19,2021</b>	
	<b>Breakfast:</b> Fried rice, sausage with cucumber, boiled egg, coffee	
	<b>AM snacks:</b> Biko, dalandan juice	
	<b>Lunch:</b> Rice, corn soup, mixed veggies, pork caldereta,buttered chicken, macaroon	
	<b>PM snacks:</b> Empanada, juice in bottle	
	<b>Dinner:</b> Rice, sautee vegetables, fried chicken, fruits - <b>Accommodation</b>	

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Concessionaire's representative signature over printed name

Designation

Name of Company

Address

Tel & Fax No.

## QUOTATION FORM

RFQ No. 019-2021  
PR NO. 2021-01-019-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
	Catering services: Food and Accommodation re: Workshop on Forest Land- Use Planning (FLUP) on February 15-19, 2021 at Legazpi City			
	<b>February 15,2021</b>	70pax		
	<b>AM snacks:</b> Cheese sandwich, iced tea			
	<b>Lunch:</b> Rice, crab soup, sautee sayote, pork hamonado, chicken with Mushroom sauce, fruits			
	<b>PM snacks:</b> Pansit canton with bread, fresh mango juice			
	<b>Dinner:</b> Rice, laing pinangat, fish steak, fruits	50pax		
	<b>Accommodation</b>	50pax		
	<b>February 16,2021</b>	70pax		
	<b>Breakfast:</b> Fried rice, longanisa with tomato, sunny side up egg, coffee			
	<b>AM snacks:</b> Ham sandwich, calamansi juice			
	<b>Lunch:</b> Rice, mushroom sauce, sweet n sour tuna fillet, asado chicken, ensalada vegetables, choco mousse			
	<b>PM snacks:</b> Sotanghon with bread, fresh pineapple juice			
	<b>Dinner:</b> Rice, fried fish, pork ampalaya, fruits	50pax		
	<b>Accommodation</b>	50pax		
	<b>February 17,2021</b>	70pax		
	<b>Breakfast:</b> Fried rice, tocino with cucumber, scrambled egg, coffee			
	<b>AM snacks:</b> Egg sandwich, cucumber juice			
	<b>Lunch:</b> Rice, tuna cocido with vegetables, chicken hamonado, fruits			
	<b>PM snacks:</b> Siopao, softdrinks			
	<b>Dinner:</b> Rice, spareribs with sauce, sautee vegetables, fruits	50pax		
	<b>Accommodation</b>	50pax		
	<b>February 18,2021</b>	70pax		
	<b>Breakfast:</b> Fried rice, fish fillet, egg omelet, coffee			
	<b>AM snacks:</b> Chicken macaroni salad with cracker, juice in bottle			
	<b>Lunch:</b> Rice, pumpkin soup, coleslaw, babyback ribs, chicken mechado,fruit salad			
	<b>PM snacks:</b> Tuna sandwich, fresh juice			
	<b>Dinner:</b> Rice, tuna in garlic sauce, pakbet, mixed fruits	50pax		
	<b>Accommodation</b>	50pax		
	<b>February 19,2021</b>	70pax		
	<b>Breakfast:</b> Fried rice, sausage with cucumber, boiled egg, coffee			
	<b>AM snacks:</b> Biko, dalandan juice			
	<b>Lunch:</b> Rice, corn soup, mixed veggies, pork caldereta,buttered chicken, macaroon			
	<b>PM snacks:</b> Empanada, juice in bottle			
	<b>Dinner:</b> Rice, sautee vegetables, fried chicken, fruits	20pax		

	<b>Accommodation</b>	20pax		
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Signature of Supplier over printed name  
Designation  
Name of Company  
Address  
Tel & Fax No.

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Signature over printed name of Canvasser