

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 103-2021-ADMIN

Date: April 5, 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 = P148,650.00
			Catering Services re: Food and Accommodation re: Capability Building/ Trainors’ Training-Workshop on Basic Resource Valuation, Concepts and Methodologies on April 19-22, 2021 at Legazpi City
			April 19, 2021
	45	pax	AM Snacks: Biko, Dalandan Juice
	45	pax	Lunch: Rice, corn soup, mixed veggies, pork caldereta, buttered chicken, macaroons
	45	pax	PM snacks: Empanada, juice in bottle
	31	pax	Dinner: Rice, sautee vegetables, fried chicken, fruits
	31	persons	Accommodation
			April 20, 2021
	31	pax	Breakfast: Fried rice, longganisa with tomato, sunny side up egg, coffee
	45	pax	AM Snacks: cheese sandwich, iced tea
	45	pax	Lunch: Rice, crab soup, sautee sayote, pork hamonado, chicken with Mushroom sauce, fruits
	45	pax	PM Snacks: Pansit canton with bread, fresh mango juice
	32	pax	Dinner: Rice, laing pinangat, fish steak, fruits
	31	persons	Accommodation
			April 21, 2021
	31	pax	Breakfast: Fried rice, tocino with cucumber, scrambled egg omelet, coffee
	45	pax	AM Snacks: Chicken macaroni salad with cracker juice in bottle
	45	pax	Lunch: Rice, pumpkin soup, coleslaw, babyback ribs, chicken mechado, fruit salad
	45	pax	PM Snacks: Tuna sandwich, fresh juice
	31	pax	Dinner: Rice, tuna in garlic sauce, pakbet, mixed fruits
	31	persons	Accommodation
			April 22, 2021
	31	pax	Breakfast: Fried rice, fish fillet, egg omelet, coffee
	40	pax	AM Snacks: Egg sandwich, cucumber juice
	40	pax	Lunch: Rice, tuna cocido with vegetables, chicken hamonado, fruits
	40	pax	PM Snacks: Siopao, softdrinks

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 8:30 AM on April 14, 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. 103-2021-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) 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 re: Food and Accommodation re: Capability Building/ Trainers' Training-Workshop on Basic Resource Valuation, Concepts and Methodologies on April 19-22, 2021	
	April 19, 2021	
	AM Snacks: Biko, Dalandan Juice	
	Lunch: Rice, corn soup, mixed veggies, pork caldereta, buttered chicken, macaroons	
	PM snacks: Empanada, juice in bottle	
	Dinner: Rice, sautee vegetables, fried chicken, fruits	
	Accommodation	
	April 20, 2021	
	Breakfast: Fried rice, longganisa with tomato, sunny side up egg, coffee	
	AM Snacks: cheese sandwich, iced tea	
	Lunch: Rice, crab soup, sautee sayote, pork hamonado, chicken with Mushroom sauce, fruits	
	PM Snacks: Pansit canton with bread, fresh mango juice	
	Dinner: Rice, laing pinangat, fish steak, fruits	
	Accommodation	
	April 21, 2021	
	Breakfast: Fried rice, tocino with cucumber, scrambled egg omelet, coffee	
	AM Snacks: Chicken macaroni salad with cracker juice in bottle	
	Lunch: Rice, pumpkin soup, coleslaw, babyback ribs, chicken mechado, fruit salad	
	PM Snacks: Tuna sandwich, fresh juice	
	Dinner: Rice, tuna in garlic sauce, pakbet, mixed fruits	
	Accommodation	
	April 22, 2021	
	Breakfast: Fried rice, fish fillet, egg omelet, coffee	
	AM Snacks: Egg sandwich, cucumber juice	
	Lunch: Rice, tuna cocido with vegetables, chicken hamonado, fruits	
	PM Snacks: Siopao, softdrinks	

Concessionaire's representative signature over printed name
Designation
Name of Company
Address
Tel & Fax No.

QUOTATION FORM

RFQ No. 103-2021

PR NO. 2021-04-103-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 re: Food and Accommodation re: Capability Building/ Trainors' Training-Workshop on Basic Resource Valuation, Concepts and Methodologies on April 19-22, 2021			
	April 19, 2021			
	AM Snacks: Biko, Dalandan Juice	45pax		
	Lunch: Rice, corn soup, mixed veggies, pork caldereta, buttered chicken, Macaroons	45pax		
	PM snacks: Empanada, juice in bottle	45pax		
	Dinner: Rice, sautee vegetables, fried chicken, fruits	31pax		
	Accommodation	31persons		
	April 20, 2021			
	Breakfast: Fried rice, longganisa with tomato, sunny side up egg, coffee	31pax		
	AM Snacks: cheese sandwich, iced tea	45pax		
	Lunch: Rice, crab soup, sautee sayote, pork hamonado, chicken with Mushroom sauce, fruits	45pax		
	PM Snacks: Pansit canton with bread, fresh mango juice	45pax		
	Dinner: Rice, laing pinangat, fish steak, fruits	32pax		
	Accommodation	31persons		
	April 21, 2021			
	Breakfast: Fried rice, tocino with cucumber, scrambled egg omelet, coffee	31pax		
	AM Snacks: Chicken macaroni salad with cracker juice in bottle	45pax		
	Lunch: Rice, pumpkin soup, coleslaw, babyback ribs, chicken mechado, fruit Salad	45pax		
	PM Snacks: Tuna sandwich, fresh juice	45pax		
	Dinner: Rice, tuna in garlic sauce, pakbet, mixed fruits	31pax		
	Accommodation	31persons		
	April 22, 2021			
	Breakfast: Fried rice, fish fillet, egg omelet, coffee	31pax		
	AM Snacks: Egg sandwich, cucumber juice	40pax		
	Lunch: Rice, tuna cocido with vegetables, chicken hamonado, fruits	40pax		
	PM Snacks: Siopao, softdrinks	40pax		

 Signature of Supplier over printed name
 Designation
 Name of Company
 Address
 Tel & Fax No.

 Signature over printed name of Canvasser