

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 044-2020-ADMIN

Date: February 11, 2020

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 Procurement Plan of the ADMIN.

Item No.	Quantity	Unit	Description
			ABC = P 228,000.00
			Concession and Operation of DENR V Canteen, Rawis, Legazpi
			City

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.
- (1) 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 lowest cost per lot which shall not exceed 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 lowest 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 March 02, 2020.

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. 044-2020- ADMIN)

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 applicable rate for late deliveries/services is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. 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.
12. The prospective bidder shall submit the following:
 - a) Quotation Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration
 - d) Proof of valid Mayor's Permit
 - e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
 - f) If the supplier has an updated legal documents (items c-f) filed with the Bids and Awards Committee (BAC), a Certificate of Accreditation issued by the BAC Secretariat may be submitted in lieu of items c-f
 - g) Updated BIR Tax Clearance issued by BIR C.O.

ENGR. EVA S. OCFEMIA, PhD, CESO IV
BAC Chairman
JSC/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
	Concession and Operation of DENR V Canteen, Rawis, Legazpi City	

Supplier's representative signature over printed name
Designation
Name of Company
Address

QUOTATION FORM

RFQ No. 044-2020
PR No. 2020-02-044-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
	Concession and Operation of DENR V Canteen, Rawis, Legazpi City			

- 2) We undertake, if our Quotation or bid is accepted, to deliver the above goods/services within thirty (30) days delivery from receipt of **Job Order**.
- 3) We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods/services delivered.

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

Signature over printed name of Convasser

TERMS OF REFERENCE

Concession and Operation of the Department of Environment and Natural Resources (DENR) RV, Rawis, Legazpi City Canteen

A. RATIONALE

Competent and dependable Canteen Concessionaire is required to operate the Department of Environment and Natural Resources (DENR) Office Canteen. The services of a Canteen Concessionaire under such terms and conditions imposed by DENR V shall ensure that clean/safe, healthy and reasonably priced food products are made available to all DENR 5 officials and employees in the DENR V Regional Office in Rawis, Legazpi City.

B. SCOPE

- A. The DENR V Canteen shall be operated and maintained by one (1) Concessionaire only.
- B. The Concessionaire shall be responsible in providing a three- (3) week menu cycle at affordable cost for every meal (breakfast, lunch and snacks).
- C. Choice of Combo meal shall be composed of variety food choices, among others:

1. Breakfast (starting at 7:00 a.m.):

- 1 cup plain/fried rice or minimum two (2) slices of bread;
- 1 pc. boiled, or scrambled, or fried at least medium-sized egg;
- brewed coffee; or instant coffee; or hot/iced tea; or hot/cold chocolate drink; or juice drink;
- fresh fruits;

Plus choice of 1 serving of any of the following, to go in combination with 1 above:

- dried or smoked fish;
- longganisa;
- chicken/pork tocino;
- hotdog;
- corned beef;
- pork and beans;
- meat loaf;
- sausages;
- bacon;
- sardines.

2. Snacks (morning snacks starts at 10:00 a.m. and afternoon snacks starts at 3:00 p.m.):

- brewed coffee; or instant coffee; or hot/iced tea; or hot/cold chocolate drink; or juice drink;

Plus any choice of:

- a. any traditional Filipino delicacy such as "kakanin" ("suman", "biko", "puto", "kutchinta", "palitaw", "bibingka", "banana que", "turon", "camote fries", etc.);
 - b. cake or pastry such as chocolate, banana, "empanada", "ensaymada", etc.;
 - c. sandwich such as egg, ham, cheese, tuna, hotdog, chicken, hamburger, etc.;
 - d. noodle or pasta dish such as spaghetti, pancit, mami, lomi, carbonara, etc.;
 - e. congee such as "arroz caldo", "goto", "chamorado", etc. and dimsum ("siopao", "siomai" etc)
3. Lunch (starting at 11:00 a.m.):
- 1 cup rice;
 - meat viand such as pork, beef, chicken or fish dish;
 - vegetable dishes such as "pinakbet", "laing", chopsuey, "togue", etc.
- D. The Concessionaire can join catering services offered by DENR V.

Note: Use of plastic utensils, plates, cups, food packs straw are strictly prohibited.

C. ROLE OF DENR V

The DENR V shall:

- a) Provide building ready for use as canteen.
 - Dining area;
 - Kitchen;
 - Rest Room;
 - Total of 120 sq. m
- b) Provide separate meters for light and water utilities;
- c) Conduct Sementral Client Satisfaction Survey to provide basis for the pre-termination of the contract in case of poor performance (including sustenance of sanitary preparation and cooking of food);
- d) Conduct random inspections of the premises and evaluate performance of the concessionaire throughout the term of concession;and
- e) Assume the cost of major repair amounting to P 10,001.00 or more.

D. ROLE OF THE CONCESSIONAIRE

The Concessionaire shall:

1. Maintain the cleanliness and sanitation of the DENR V TS-SMD Canteen premises and equipment, namely:
 - a. kitchen;
 - b. cooking wares;
 - c. dining areas;
 - d. equipment and utensils;
 - e. tables and chairs;
 - f. lavatories and lavatory supplies;
 - g. rest room
 - h. cabinets and food counters; and
 - i. the rest of the premises where the area of operation is maintained by the Concessionaire.

2. Ensure the quality of foods, either raw or processed, and comply with sanitation standard;
3. Ensure that the quality of food and service presented during the food tasting be maintained throughout the term of concession;
4. Ensure utmost cleanliness and proper hygiene in the preparation, handling and serving of food;
5. Operate the canteen Monday to Friday from 7:00 a.m. – 6:00 p.m. except during events/functions which may require extended operation and services;
6. Provide basic requirements necessary to the canteen operation, such as:
 - (a) Manpower complement;
 - (b) Cooking equipment;
 - (c) Cooking wares and utensils;
 - (d) Liquefied Petroleum Gas;
 - (e) Movable serving racks;
 - (f) Serving trays;
 - (g) Cash Register (registered with the BIR);
 - (h) Refrigerator;
 - (i) Freezer;
 - (j) Tableware/utensils such as plates, cups, saucers, drinking glasses, spoons, forks, etc.;
 - (k) Food warmer;
 - (l) Utensil steamer;
 - (m) Chafing dish;
 - (n) Bread toaster and/or sandwich maker; and
 - (o) Other similar items necessary for the operation of a Canteen.
7. Provide adequate supply of purified drinking water;
8. Ensure that the Canteen is a "No Smoking" area;
9. Assume the cost of minor repairs of the building and maintain equipment facilities during the operation of the contract up to Ten Thousand Pesos only (P 10,000.00). However, any repair thereof should be brought to the attention of the DENR.
10. Provide credit line for official DENR V functions up to at least Two Hundred Fifty Thousand Pesos only (PhP250,000.00) in case of catering;
11. Provide airconditioned room with an area of at least 27 sq.m. to be used preferably by the DENR V visitors;
12. Defray the cost of water and electric utilities;
13. Provide adequate garbage receptacles for proper garbage disposal. Ensure the daily and responsible disposal of garbage through garbage collectors;
14. Submit to DENR V individual Health / Medical Certificates of all concessionaire staff to ensure sanitation standards are met and shall be renewed annually;
15. Post copies of the permit, sanitation standard rating sticker, and classification of food establishment sticker on the walls of the DENR V Canteen;

16. Ensure that all personnel under the employ of the Canteen Concessionaire must wear neat white shirts;
17. Must pay rental fee of Nineteen Thousand Pesos (P19,000.00) every end of month without demand from DENR V.. Failure on the part of the concessionaire to pay rental to DENR V, for two (2) consecutive month would be a ground for cancelation of canteen concession. A corresponding penalty for delay in monthly payment will be imposed by DENR V.
18. Price of meals should be reasonable and affordable to employees.

E. MODE, DOMICILE AND TENURE

The Canteen Concessionaire shall operate the DENR V Canteen which is located at southwest portion of DENR Office beside Hamada Hall.

The Canteen Concessionaire shall operate the DENR V Canteen under a yearly canteen concession contract agreement, with an optional extension subject for review of DENR V Canteen's performance and to existing rules and regulations.

The parties have the right to pre-terminate the contract for breach of any of the provisions of the Contract or for poor performance including sustenance of sanitary preparation and cooking of the food, subject to sixty (60) days prior notice.

F. BASIC QUALIFICATION REQUIREMENT

The Concessionaire must have a proven track record in the canteen/restaurant/catering industry/operation business for atleast two years.

G. LEGAL / TECHNICAL REQUIREMENTS TO BE SUBMITTED:

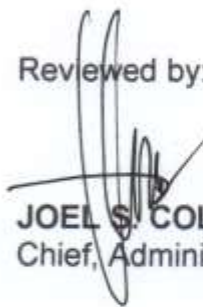
- a. Letter of Intent;
- b. Registration Certificate from Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);
- c. Current Mayor's Permit;
- d. PhilGEPS

Prepared by:



CONCEPCION B. MORAL
Chief, General Services Section

Reviewed by:



JOEL S. COLUMNNA
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Recommending Approval:



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