

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

**REQUEST FOR QUOTATION (RFQ)**

RFQ No. 015-2020 -OARD-TS

Date: January 20, 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 OARD-TS.

| Item No. | Quantity | Unit | Description  |
|----------|----------|------|--|
|          |          |      | ABC = P70,500.00   |
|          |          |      | Catering Services re: Conduct of 1 Day Technical Services Monthly      |
|          |          |      | Meeting at hamada Hall for the period February 11, March 17, April 21, |
|          |          |      | May 19, June 16, 2020, Legazpi City                                    |
|          |          |      | FEBRUARY 11, 2020  |
|          | 30       | pax  | AM Snack   |
|          |          |      | Lunch  |
|          |          |      | PM Snack   |
|          |          |      | MARCH 17, 2020   |
|          | 30       | pax  | Am Snack   |
|          |          |      | Lunch  |
|          |          |      | PM Snack   |
|          |          |      | APRIL 21, 2020   |
|          | 30       | pax  | AM Snack   |
|          |          |      | Lunch  |
|          |          |      | PM Snack   |
|          |          |      | MAY 19, 2020   |
|          | 30       | pax  | AM Snack   |
|          |          |      | Lunch  |
|          |          |      | PM Snack   |
|          |          |      | JUNE 16, 2020  |
|          | 30       | pax  | Am Snack   |
|          |          |      | Lunch  |
|          |          |      | PM Snack   |
|          |          |      |  |

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 January 28, 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. 015-2020- OARD-TS)  

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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 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.

| <b>Item/s</b> | <b>Purchaser's Specifications</b>                                      | <b>Bidder's Specifications</b> |
|---------------|--|--------------------------------|
|               | Catering Services re: Conduct of 1 Day Technical Services Monthly      |                                |
|               | Meeting at hamada Hall for the period February 11, March 17, April 21, |                                |
|               | May 19, June 16, 2020, Legazpi City                                    |                                |
|               | <b><i>FEBRUARY 11, 2020</i></b>  |                                |
|               | AM Snack – Tuna Pesto, garlic bread, kamote tops juice                 |                                |
|               | Lunch – Rice, sinigang na spareribs, chicken ensaladang pako, buko     |                                |
|               | Pandan salad   |                                |
|               | PM Snack – Sandwich spaghetti, pineapple juice                         |                                |
|               | <b><i>MARCH 17, 2020</i></b>   |                                |
|               | AM Snack – Tuna Pesto, garlic bread, kamote tops juice                 |                                |
|               | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan    |                                |
|               | Salad  |                                |
|               | PM Snack – Sandwich, spaghetti, pineapple juice                        |                                |
|               | <b><i>APRIL 21, 2020</i></b>   |                                |
|               | AM Snack – Tuna Pesto, garlic bread, kamote tops juice                 |                                |
|               | Lunch – Rice, sinigang na spareribs, chicken ensaladang pako, buko     |                                |
|               | Pandan juice   |                                |
|               | PM Snack – Sandwich, spaghetti, pineapple juice                        |                                |
|               | <b><i>MAY 19, 2020</i></b>   |                                |
|               | AM Snack – Tuna Pesto, garlic bread, kamote tops juice                 |                                |
|               | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan    |                                |
|               | <b><i>Salad</i></b>  |                                |
|               | PM Snack – Sandwich, spaghetti, pineapple juice                        |                                |
|               | <b><i>JUNE 16, 2020</i></b>  |                                |
|               | AM Snack – Tuna Pesto, garlic bread, kamote tops juice                 |                                |
|               | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan    |                                |
|               | <b><i>Salad</i></b>  |                                |
|               | PM Snack – Sandwich, spaghetti, pineapple juice                        |                                |
|               |  |                                |
|               |  |                                |
|               |  |                                |
|               |  |                                |

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

## QUOTATION FORM

RFQ No. 015-2020

PR No. 2020-01-015-OARD-TS

### 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: Conduct of 1 Day Technical Services Monthly  |                 |            |             |
|          | Meeting at hamada Hall for the period February 11, March 17, April 21, May 19, June 16, 2020, Legazpi City |                 |            |             |
|          | <b>FEBRUARY 11, 2020</b>   |                 |            |             |
|          | AM Snack – Tuna Pesto, garlic bread, kamote tops juice   | 30 pax          |            |             |
|          | Lunch – Rice, sinigang na spareribs, chicken ensaladang pako, buko Pandan salad                            |                 |            |             |
|          | PM Snack – Sandwich spaghetti, pineapple juice   |                 |            |             |
|          | <b>MARCH 17, 2020</b>  |                 |            |             |
|          | AM Snack – Tuna Pesto, garlic bread, kamote tops juice   | 30 pax          |            |             |
|          | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan salad                                  |                 |            |             |
|          | PM Snack – Sandwich, spaghetti, pineapple juice  |                 |            |             |
|          | <b>APRIL 21, 2020</b>  |                 |            |             |
|          | AM Snack – Tuna Pesto, garlic bread, kamote tops juice   | 30 pax          |            |             |
|          | Lunch – Rice, sinigang na spareribs, chicken ensaladang pako, buko Pandan juice                            |                 |            |             |
|          | PM Snack – Sandwich, spaghetti, pineapple juice  |                 |            |             |
|          | <b>MAY 19, 2020</b>  |                 |            |             |
|          | AM Snack – Tuna Pesto, garlic bread, kamote tops juice   | 30 pax          |            |             |
|          | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan salad                                  |                 |            |             |
|          | PM Snack – Sandwich, spaghetti, pineapple juice  |                 |            |             |
|          | <b>JUNE 16, 2020</b>   |                 |            |             |
|          | AM Snack – Tuna Pesto, garlic bread, kamote tops juice   | 30 pax          |            |             |
|          | Lunch – Sinigang na spareribs, chicken ensaladang pako, buko pandan salad                                  |                 |            |             |
|          | PM Snack – Sandwich, spaghetti, pineapple juice  |                 |            |             |

- 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

\_\_\_\_\_  
Signature over printed name of Canvasser