

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

**REQUEST FOR QUOTATION (RFQ)**

RFQ No. 046-2020 -CDD

Date: \_\_\_\_\_

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 CDD.

Item No.	Quantity	Unit	Description
			ABC = P213,970.00
			Catering Services and Accommodation re: Coaching and Mentoring
			On the Integrated Protected Areas Fund (IPAF) in Region V on March
			10-13, 2020 in Legazpi City
			DAY 1 – MARCH 10, 2020
	21	pax	Dinner
			Accommodation
			DAY 2 – MARCH 11, 2020
	85	pax	Breakfast
			AM Snack
			Lunch
			PM Snack
			Dinner
	70	pax	Accommodation
			DAY 3 – MARCH 12, 2020
	85	pax	Breakfast
			AM Snack
			Lunch
			PM Snack
			Dinner
	50	pax	Accommodation
			DAY 4 – MARCH 13, 2020
	4	pax	Breakfast
			Dinner
			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.

(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 04, 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. 046-2020- CDD)

\_\_\_\_\_  
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:
- Quotation Form
  - Technical Specifications
  - Proof of PhilGEPS Registration
  - Proof of valid Mayor's Permit
  - Proof of DTI/SEC/CDA (in case of cooperatives) registration
  - 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
  - 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 and Accommodation re: Coaching and Mentoring	
	On the Integrated Protected Areas Fund (IPAF) in Region V on March	
	10-13, 2020 in Legazpi City	
1	<b>DAY 1 – MARCH 10, 2020</b>	
	Dinner – Pochoero, laing, plain rice, mango juice, grilled tuna, fresh fruits	
	<b>ACCOMMODATION</b>	
2	<b>DAY 2 – MARCH 11, 2020</b>	
	Breakfast – Scrambled egg, danggit, fried rice, skinless longanisa	
	AM Snack – Spaghetti, brownies, fresh juice, garlic bread	
	Lunch – Beef steak, steamed rice, laing, fried tuna, mango tapioca, juice	
	PM Snack – Baked mac, toasted bread, sotanghon, fresh juice	
	Dinner – Fish fillet w/ S&S sauce, garlic spareribs, chopsuey, rice, dessert	
	<b>ACCOMMODATION</b>	
3	<b>DAY 3 – MARCH 12, 2020</b>	
	Breakfast – Sunny side up, fried rice, pork tapa, fresh juice	
	AM Snack – Kalamay, miki bijon, juice, toasted siopao	
	Lunch- Grilled liempo, chopsuey, fish fillet, lumpia, rice, fresh juice	
	PM Snack – pancit canton, maruya, fresh juice	
	Dinner – Garlic spareribs, veg. lumpia, laing, plain rice, dessert	
	<b>ACCOMMODATION</b>	
4	<b>DAY 4 – MARCH 13, 2020</b>	
	Breakfast – Sausage, fried rice, bread, fried beef strips	
	Dinner – Tenderloin tips, breaded fish fillet, camaron rebosado, sayote	
	With mixed meat, plain rice, dessert	
	<b>ACCOMMODATION</b>	

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

**QUOTATION FORM**

RFQ No. 046-2020  
PR No. 2020-02-046-CDD

**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 and Accommodation re: Coaching and Mentoring			
	On the Integrated Protected Areas Fund (IPAF) in Region V on March			
	10-13, 2020 in Legazpi City			
	<b>DAY 1 – MARCH 10, 2020</b>	21 pax		
	Dinner – Pochoero, laing, plain rice, mango juice, grilled tuna, fresh fruits			
	<b>ACCOMMODATION</b>	21 pax		
	<b>DAY 2 – MARCH 11, 2020</b>	85 pax		
	Breakfast – Scrambled egg, danggit, fried rice, skinless longanisa			
	AM Snack – Spaghetti, brownies, fresh juice, garlic bread			
	Lunch – Beef steak, steamed rice, laing, fried tuna, mango tapioca, juice			
	PM Snack – Baked mac, toasted bread, sotanghon, fresh juice			
	Dinner – Fish fillet w/ S&S sauce, garlic spareribs, chopsuey, rice, dessert			
	<b>ACCOMMODATION</b>	70 pax		
	<b>DAY 3 – MARCH 12, 2020</b>	85 pax		
	Breakfast – Sunny side up, fried rice, pork tapa, fresh juice			
	AM Snack – Kalamay, miki bijon, juice, toasted siopao			
	Lunch- Grilled liempo, chopsuey, fish fillet, lumpia, rice, fresh juice			
	PM Snack – pancit canton, maruya, fresh juice			
	Dinner – Garlic spareribs, veg. lumpia, laing, plain rice, dessert			
	<b>ACCOMMODATION</b>	50 pax		
	<b>DAY 4 – MARCH 13, 2020</b>	4 pax		
	Breakfast – Sausage, fried rice, bread, fried beef strips			
	Dinner – Tenderloin tips, breaded fish fillet, camaron rebosado, sayote			
	With mixed meat, plain rice, dessert			
	<b>ACCOMMODATION</b>	4 pax		

- 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

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