

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 254-2020-PMD

Date: October 5, 2020

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 PMD.

Item No.	Quantity	Unit	Description
			ABC = P 56,400.00
			Catering Services re: Conduct of Pre-reprogramming/Consultation Meeting;
	20	pax	Regional Reprogramming and National Reprogramming Workshop to Finalize
			the Department's FY 2021 Work and Financial Plans based on the FY 2021
			National Expenditure Program (NEP) on October 15-16 and
			October 20-23, 2020, respectively.

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 October 13, 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. 254-2020-PMD)

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:
 - 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: Conduct of Pre-reprogramming/Consultation Meeting;	
	Regional Reprogramming and National Reprogramming Workshop to Finalize	
	the Department's FY 2021 Work and Financial Plans based on the FY 2021	
	National Expenditure Program (NEP) on October 15-16 and	
	October 20-23, 2020, respectively.	
	Day 1 - OCTOBER 15, 2020	
	AM Snack: Tuna Pesto, Garlic Bread; Pineapple juice in can	
	Lunch: Steamed rice; pork sinigang; fish fillet with sauce; Fried Chicken; fresh	
	fruits in season	
	PM Snack : Pancit bato; chicken empanada; juice/softdrinks in can	
	Day 2 - OCTOBER 16, 2020	
	AM Snack: Vegetable lumpia and cucumber juice	
	Lunch: Steamed rice; buttered chicken; fish fillet with tarrago	
	sauce; chopsuey with quail eggs; corn soup; banana	
	PM Snack: Siopao and juice in can	
	Day 3 - OCTOBER 20, 2020	
	AM Snack: Baked macaroni, calamansi juice	
	Lunch: Rice, lumpia shanghai, kare-kare, fish fillet with creamy	
	tarrago sauce, mushroom soup, macaroni salad	
	PM Snack: Bihon with biko, pineapple juice	
	Day 4 - OCTOBER 21, 2020	
	AM Snack: Ham and Egg sandwich; buko juice	
	Lunch: Rice, ampalaya con carne, fish steak, pork adobo, corn soup, fruits	
	PM Snack: Eggpie with chips; softdrinks in can	
	Day 5 - OCTOBER 22, 2020	
	AM Snack: Dinuguan with puto, pineapple juice	
	Lunch: Rice, pork or beef steak, buttered mixed vegetables,	
	sinigang na isda, brownies	
	PM Snack: Pancit with camote fries, juice in can	
	Day 6 - OCTOBER 23, 2020	
	AM Snack: Spaghetti with garlic bread; pineapple juice	
	Lunch: Rice; menudo; sweet and sour fish fillet; ginisang	
	sayote with chicken fillet; quail egg soup; leche flan	
	PM Snack: Carbonara with garlic bread; softdrinks	
	NOTE: FREE FLOWING OF COFFEE	

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

QUOTATION FORM

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 Pre-reprogramming/Consultation Meeting;			
	Regional Reprogramming and National Reprogramming Workshop to Finalize			
	the Department's FY 2021 Work and Financial Plans based on the FY 2021			
	National Expenditure Program (NEP) on October 15-16 and			
	October 20-23, 2020, respectively.			
	Day 1 - OCTOBER 15, 2020	20 pax		
	AM Snack: Tuna Pesto, Garlic Bread; Pineapple juice in can			
	Lunch: Steamed rice; pork sinigang; fish fillet with sauce; Fried Chicken; fresh			
	fruits in season			
	PM Snack : Pancit bato; chicken empanada; juice/softdrinks in can			
	Day 2 - OCTOBER 16, 2020	20 pax		
	AM Snack: Vegetable lumpia and cucumber juice			
	Lunch: Steamed rice; buttered chicken; fish fillet with tarrago			
	sauce; chopsuey with quail eggs; corn soup; banana			
	PM Snack: Siopao and juice in can			
	Day 3 - OCTOBER 20, 2020	20 pax		
	AM Snack: Baked macaroni, calamansi juice			
	Lunch: Rice, lumpia shanghai, kare-kare, fish fillet with creamy			
	tarrago sauce, mushroom soup, macaroni salad			
	PM Snack: Bihon with biko, pineapple juice			
	Day 4 - OCTOBER 21, 2020	20 pax		
	AM Snack: Ham and Egg sandwich; buko juice			
	Lunch: Rice, ampalaya con carne, fish steak, pork adobo, corn soup, fruits			
	PM Snack: Eggpie with chips; softdrinks in can			
	Day 5 - OCTOBER 22, 2020	20 pax		
	AM Snack: Dinuguan with puto, pineapple juice			
	Lunch: Rice, pork or beef steak, buttered mixed vegetables,			
	sinigang na isda, brownies			
	PM Snack: Pancit with camote fries, juice in can			

	Day 6 - OCTOBER 23, 2020	20 pax		
	AM Snack: Spaghetti with garlic bread; pineapple juice			
	Lunch: Rice; menudo; sweet and sour fish fillet; ginisang sayote with chicken fillet; quail egg soup; leche flan			
	PM Snack: Carbonara with garlic bread; softdrinks			
	NOTE: FREE FLOWING OF COFFEE			

Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser