

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. 263-2020-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 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: Project consultation workshop and capacity strengthening of Pos BOgtong Concerned Citizen for Environment Inc. (BOCCEI) and Maramba Upland Farmers Association, Inc. (MUFAl) cum	
	Turn over and Acceptance Ceremony of the AFOCO Project on November 4-6, 2020 at Brgy Maramba Oas Albay	
	Day 1 – November 4, 2020	
	Snack AM: Carbonara, Garlic Bread, Mango Shake	
	Lunch: Rice, Grilled limepo, fried fish, lumpiang Sariwa, buko salad	
	PM snack: Baked Mac, Clunhouse sandwich, buko juice	
	Dinner: Rice, Fish steak, BBQ, Mixed Veggies, Fruits	
	Day 2 – November 5, 2020	
	Breakfast: Rice, Longanisa de guinobatan, egg, dried fish, Banana	
	Snack AM: Spaghetti, ham and cheese sandwich, lemonade	
	Lunch: Rice, beef with broccoli, grilled fish, chopseuy, season fruits	
	Pm snack: burger, pancit guisado guyabano juice	
	Dinner: Rice, sinigang na hipon, fried fish. Mixed veggies, fruits	
	Day 3 – November 6, 2020	
	Breakfast: Rice, luncheon meat, skinless longganisa, egg, dried fish, banana	
	Snack AM: Carbonara, garlic bread, Mango shake	
	Lunch: Rice, Grilled liempo, fried fish, lumpiang sariwa, buko salad	
	PM Snack: Sotanghon, turon/maruya, buko juice	

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

QUOTATION FORM

RFQ No. 263-2020
PR NO. 2020-10-263-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 re: Project consultation workshop and capacity strengthening of Pos BOgtong Concerned Citizen for Environment Inc. (BOCCEI) and Maramba Upland Farmers Association, Inc. (MUFAl) cum Turn over and Acceptance Ceremony of the AFOCO Project on November 4-6, 2020 at Brgy Maramba Oas Albay			
	Day 1 – November 4, 2020	30 pax		
	Snack AM: Carbonara, Garlic Bread, Mango Shake			
	Lunch: Rice, Grilled limepo, fried fish, lumpiang Sariwa, buko salad			
	PM snack: Baked Mac, Clunhouse sandwich, buko juice			
	Dinner: Rice, Fish steak, BBQ, Mixed Veggies, Fruits			
	Day 2 – November 5, 2020	30 pax		
	Breakfast: Rice, Longanisa de guinobatan, egg, dried fish, Banana			
	Snack AM: Spaghetti, ham and cheese sandwich, lemonade			
	Lunch: Rice, beef with broccoli, grilled fish, chopseuy, season fruits			
	Pm snack: burger, pancit guisado guyabano juice			
	Dinner: Rice, sinigang na hipon, fried fish. Mixed veggies, fruits			
	Day 3 – November 6, 2020	30 pax		
	Breakfast: Rice, luncheon meat, skinless longganisa, egg, dried fish, banana			
	Snack AM: Carbonara, garlic bread, Mango shake			
	Lunch: Rice, Grilled liempo, fried fish, lumpiang sariwa, buko salad			
	PM Snack: Sotanghon, turon/maruya, buko juice			

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

Signature over printed name of Canvasser