

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. 318-2020-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

QUOTATION FORM

RFQ No. 318-2020
PR NO. 2020-12-318-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 for CDD			
	-National Greening Program (NGP) CY 2020 Annual Assessment and Planning Workshop 2021 & onwards on December 16-17, 2020			
	To be held in Albay			
	Accommodation (Day 1) – December 16, 2020	30 pax		
	Food (Day 1) – December 16, 2020	60 pax		
	Snack AM: Sotanghon, fried ibos with gata, buko juice			
	Lunch: Rice, lechon kawali, sizzling squid, sinigang na hipon, leche flan			
	Snack PM: Cheesy Spaghetti, puto, iced tea			
	Dinner: Rice, chicken curry, pork barbecue, laing, fruit salad			
	Food (Day 2) – December 17, 2020	60 pax		
	Breakfast: Rice/fried rice, fried egg, longganisa, fried bangus, orange,			
	Hot choco			
	Snack AM: Baked macaroni, slice of cake, guyabano juice			
	Lunch: Rice, bicol express, ensaladang ampalaya, ranchero bulalo, sweet			
	Pili nuts			
	Snack PM: Pancit guisado, buttered toasted bread, cucumber juice			
	Dinner: Rice, crispy chicken, mixed veggies with seafoods, grilled fish, banana			

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

Signature over printed name of Canvasser