



REQUEST FOR QUOTATION
Provision of Food/Catering Services in the Conduct of Training
P.R. No. 2020-01-0051

1. The Government of the Philippines – Department of Environment and Natural Resources, Region 8 (DENR R8), in accordance with DBM Circular Letter No. 2020-1 “Release of Funds for January of FY 2020”, will undertake an Small Value Procurement (Sec. 53.9) for the Provision of Food/Catering Services in the Conduct of Training for the sum of Eighty-Seven Thousand One Hundred Pesos (Php 87,100.00) being the Approved Budget for the Contract (ABC) to payment under the Contract for which this Request for Quotation is issued.
2. The DENR R8 – Conservation and Development Division-PAMBCS, hereinafter referred to as the “Purchaser” now requests you to submit price quotation for the Provision of of Food/Catering Services in the Conduct of Training for official use of DENR R8 as specified in Attachment 1.
3. A set of technical specifications for the items are provided in Attachment 1. All items listed under the Purchaser’s Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
4. Bidding procedures will be conducted in accordance with the provision of the Implementing Rules and Regulations (IRR) of Republic Act 9184 as amended.
5. It is the intent of the Purchaser to evaluate the bid / quotation for each item separately, and award will be made to the bid / quotation or combination of bids / quotations resulting in the overall lowest cost. Bid / quotation for one or more or all items will be considered. Contract award will be made to the lowest evaluated quotation(s) meeting purchaser’s technical specifications.
6. Bid / Quotation Proposals must be delivered and dropped in the Bid Box at the Procurement Section, DENR Regional Office 8, Sto. Niño Ext., Tacloban City not later than 12:00 noon, JAN 27, 2020. Bid Opening shall be done on same day or as scheduled by the RBAC.
7. Bidders shall enclose their Bid / Quotation Proposals, which may be typewritten or handwritten, in one sealed envelope marked with the name of the contract: *Provision of Food/Catering Services in the Conduct of Training*, bearing the name and address of the Bidder, addressed to the Procuring Entity’s BAC Chairman, bearing a warning, “DO NOT OPEN BEFORE...”, and date and time of Closing of Bid / Quotation Proposal. Bid opening shall follow or will be done during the RBAC Regular Conference. **LATE BID / QUOTATIONS PROPOSALS SHALL NO LONGER BE ACCEPTED.**
8. Prices must be quoted in Philippine Peso and 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. All bids must be within the ABC. **BIDS IN EXCESS OF THE ABC WILL BE AUTOMATICALLY DISQUALIFIED.**
9. Bids / quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The delivery period shall be within two (2) calendar days from receipt of the Purchase Order (PO). The supplier should inform the Purchaser (DENR R8 – CDD-PAMBCS) a day before the date of delivery. The delivery shall be made only during working days and hours.
11. The applicable rate for the late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the contract 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 contract, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Regional Office VIII, Sto. Niño Extension, Tacloban City
Tel No. (053) 832-0825 / 832-0828 / Website: www.r8.denr.gov.ph

12. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding / shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser (DENR R8) 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.
13. Prospective bidders should submit duly accomplished Quotation Form with Attachment I and authenticated copies of the following documents, to wit:
- a. Mayor's Business Permit;
 - b. PhilGEPS Registration Number
 - c. Omnibus Sworn Statement
 - d. Income Tax Returns

EUGENIA N. BAUTISTA, Ph.D.
Chairperson, RBAC / OIC- ARD for Technical Services
In concurrent capacity



Provision of Food/ Catering Services in the Conduct of Training
P.R. No. 2020-01-0051
Date: January __, 2020

The BAC Chairman
 DENR Regional Office 8
 Sto. Niño Extension, Tacloban 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)

PROVISION OF FOOD/CATERING SERVICES IN THE CONDUCT OF TRAINING ABC = Php 87,100.00						
Item	Purchaser's Specifications / Description	Bidder's Specifications (Specify country of origin, brand and model; please fill-up accordingly)	Qty	Unit	Unit Price	Total Price
	Food for the Levelling Off of Target Activities of the Conservation and Development Division for CY 2020 (3 meals and 2 snacks for 2 days)					
	1st Day <i>Breakfast</i> : Scrambled Egg, Beef Tapa with ampalaya, tocino, fried rice, fresh fruits, coffee <i>A.M. Snack</i> : Carbonara, iced tea <i>Lunch</i> : Tomato Mongo soup, fried fish, beef stew, mixed vegetables, ice cream cake, rice, softdrinks <i>P.M. Snack</i> : Petite cinnamon rolls, lemonade <i>Dinner</i> : Prime rib, crab stuffed mushrooms, grilled chicken teriyaki, vegetable lasagna, black sambo, rice, softdrinks		65	Pax		
	2nd Day <i>Breakfast</i> : Boiled Egg, Dried Pusit, Cheesedog, fried rice, banana, coffee <i>A.M. Snack</i> : Puto cake with cheese, cucumber juice <i>Lunch</i> : Maple Berry Chicken, Roast Beef, Mixed Vegetable, Buko Pandan, Rice, Softdrinks <i>P.M. Snack</i> : Spaghetti with meatballs and garlic bread, iced tea <i>Dinner</i> : Beef caldereta, fish fillet, grilled pork, chopsuey, mango bango, rice, softdrinks		65	pax		

TOTAL

*****NOTE: LATE BID / QUOTATIONS PROPOSALS SHALL NO LONGER BE ACCEPTED. BIDS IN EXCESS OF THE ABC WILL BE AUTOMATICALLY DISQUALIFIED.**

*****NOTHING FOLLOWS*****

- We, undertake, if our quotation or bid is accepted, to deliver the above items within **thirty (30) calendar days** delivery period from receipt of Purchase Order (PO).
- We, agree to abide by this quotation / bid for a period of **sixty (60) days** after the deadline of submission specified in the RFQ.
- We, understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of items delivered.

Name of Company : _____

Address : _____

Telephone / Fax Nos. : _____

Authorized representative : _____

Signature : _____