



**REQUEST FOR QUOTATION/ PROPOSAL**

(thru NEGOTIATED PROCUREMENT under SMALL VALUE PROCUREMENT , Sec. 53.9)  
**(CATERING SERVICES)**

PR NO: 2024-08-268  
 PR DATE 08-16-2024  
 END-USE MANAGEMENT SERVICES DIVISION  
 ABC: 66,000.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT  
 RFQ NO: 2024-08-125  
 DATE PREPARED: 08-16-2024  
 CLOSING DATE: 08-22-2024  
 CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources CARAGA Region, Brgy. Ambago, Butuan City is inviting of known qualification suppliers/distributors/contractors for a bid proposals covering the hereunder project:

ITEM NO	ARTICLE DESCRIPTION	QTY	UNIT	DENR ABC		SUPPLIER'S QUOTED PRICE (Php)	
				UNIT COST	TOTAL COST	Unit Price	Total Price
	Catering services for the conduct of Green Spaces Inventory within the area of Butuan City for 5 days at Butuan City on August 27-30, 2024 and September 3, 2024.(Packed one meal and 2 snacks)						
<b>DAY 1</b>							
1	<b>AM Snack</b>	30	pax	80	2,400.00		
	Burger and Juice						
2	<b>Lunch</b>	30	pax	280	8,400.00		
	Fried Chicken, Pork Adobo, Four season, Fruits, Rice & Softdrinks						
3	<b>PM Snack</b>	30	pax	80	2,400.00		
	Chocolate cake and Softdrinks						
<b>DAY 2</b>							
4	<b>AM Snack</b>	30	pax	80	2,400.00		
	Siopao and Juice						
5	<b>Lunch</b>	30	pax	280	8,400.00		
	Fish Fillet, Fried Pork, Pansit Guisado, Fruits, Rice & Softdrinks						
6	<b>PM Snack</b>	30	pax	80	2,400.00		
	Cassava Cake and Juice						
<b>DAY 3</b>							
7	<b>AM Snack</b>	30	pax	80	2,400.00		
	Empanada and Juice						
8	<b>Lunch</b>	30	pax	280	8,400.00		
	Fried Fish, Chicken Curry, Pinakbet, Fruits, Rice & Softdrinks						
9	<b>PM Snack</b>	30	pax	80	2,400.00		
	Meat Roll and Juice						
<b>DAY 4</b>							
10	<b>AM Snack</b>	30	pax	80	2,400.00		



	Bihon Gisado, Fruits, Rice & Softdrinks					
12	PM Snack	30	pax	80	2,400.00	
	Torta and Juice					
<b>DAY 5</b>						
13	AM Snack	30	pax	80	2,400.00	
	Cheesy Ensaimada					
14	Lunch	30	pax	280	8,400.00	
	Pork Adobo, Chicken Buffalo, Chopsuey, Fruits, Rice & Softdrinks					
15	PM Snack	30	pax	80	2,400.00	
	Cinnamon Roll and Juice					
	<b>TOTAL</b>				<b>66,000.00</b>	
	<b>Documentary Requirements: (to be submitted together with the proposal)</b>					
	1. Mayor's/Business Permit;					
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;					
	3. PCAB License;					
	4. Latest Income Tax Return/ Tax Clearance; and					
	5. DTI Registration Certificate;					
	6. Omnibus Sworn Statement					

The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

The Procuring Entity shall draw up a list of at least three(3) suppliers/distributors/contractors of known qualifications which will submit proposal that meet the Procuring Entity's minimum technical requirement and should not exceed the ABC.

Interested suppliers/distributors/contractors may obtain application forms and further information from 8:00 A.M to 5:00 P.M., Monday to Friday at the BAC Secretariat's Office, DENR CARAGA Region, Brgy. Ambago Butuan City.

The deadline for the submission of bid proposals will be on **August 22, 2024**. Qualified proposals will be notified of award and contract execution.

The Department of Environment and Natural Resources CARAGA Region has the rights to reject any proposals, annul, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected suppliers/distributors/contractors in accordance with Sec.41 of Revised IRR9184

  
**E. C. DACUMOS**  
 DMO-V/Chief, TSD  
 BAC, Chair

Copy Received by: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

## TERMS AND CONDITIONS

1. Service Providers shall provide correct and accurate information required in this form
2. Service Providers may quote for any or all items, unless otherwise stated.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the closing date.
4. Price quotation/s, to be dominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest calculated and responsive offer which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the authorized representative of the Service
8. The item/s and/or services shall be delivered according to the requirements specified herein/attached Terms of Reference.
9. The DENR shall have the right to review/examine submissions relative to the project to confirm conformity to the project requirements
10. Payment shall be made in accordance with the Terms of Conditions of the Contract.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it

**7. IN LINE WITH THE DENR CARAGA R-13 APPLICATION FOR ENVIRONMENTAL MANAGEMENT SYSTEM, STANDARD AND ISO 14001 SERVICE PROVIDER FOR CATERING SERVICES ARE DISCOURAGED THE USE OF BOTTLED MINERAL WATER, BOTTLED SOFTDRINKS AND JUICES, PLASTIC CUPS, SPOONS AND PORK AND OTHER PLASTIC THIS IS TO ADHERE TO MANDATE OF ENVIRONMENTAL OBJECTIVES WHICH IS THE REDUCTION GENERATION OF SOLID WASTE.**



## TERMS OF REFERENCE

*Supply and Delivery of Packed Meals for GREEN SPACES INVENTORY within the area of Butuan City.*

### I. PROJECT DESCRIPTION

The project entails the procurement of Packed Meals for 30 Inventory team (14 DENR, 8 City LGU and 8 Urban BLGU representatives) within five (5) consecutive working days with the following details:

#### Day 1

- a. AM Snacks- Burger and Juice
- b. Lunch Meal- Fried Chicken, Pork Adobo, Four season, Fruits, Rice & Softdrinks
- c. PM Snacks- Chocolate cake and Softdrinks

#### Day 2

- a. AM Snacks- Burger and Juice
- b. Lunch Meal- Fried Chicken, Pork Adobo, Four season, Fruits, Rice & Softdrinks
- c. PM Snacks- Chocolate cake and Softdrinks

#### Day 3

- a. AM Snacks- Empanada and Juice
- b. Lunch Meal- Fried Fish, Chicken Curry, Pinakbet, Fruits, Rice & Softdrinks
- c. PM Snacks- Meat Roll and Juice

#### Day 4

- a. AM Snacks- Fluppy Mamon and Juice
- b. Lunch Meal- Pork Steak, Chicken Afritada, Bihon Gisado, Fruits, Rice & Softdrinks
- c. PM Snacks- Torta and Juice

#### Day 5

- a. AM Snacks- Cheesy Ensaymada
- b. Lunch Meal- Pork Adobo, Chicken Buffalo, Chopsuey, Fruits, Rice & Softdrinks
- c. PM Snacks- Pork Adobo, Chicken Buffalo, Chopsuey, Fruits, Rice & Softdrinks

### II. APPROVED BUDGET FOR THE CONTRACT

Fund for this procurement shall be sourced from:

- a. Fund for this procurement shall be sourced from the sub allotment Advice (SAA) for the fiscal year 2024 of the CDS PABEU.
- b. The ABC for the project is Sixty-Six Thousand Pesos (PhP 66,000.00), inclusive of all government taxes and service charges.

### III. MODE OF PROCUREMENT





**Department of Environment and Natural Resources  
Kagawaran ng Kapaligiran at Likas Yaman  
Caraga Region  
CENRO- Nasipit, Agusan del Norte**



The Procurement for the Supply and Delivery of Packed Meals shall be undertaken through an Alternative Method of Procurement – Shopping under the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as “Government Procurement Reform Act”.

#### IV. SCHEDULE REQUIREMENTS

The bidder must comply with the following delivery schedule:

##### A. Packed Meals

Particulars	Delivery Schedule	Delivery Address
<b>Day 1</b> AM Snacks- Burger and Juice  Lunch Meal- Fried Chicken, Pork Adobo, Four season, Fruits, Rice & Softdrinks  PM Snacks- Chocolate cake and Softdrinks	<b>August 27, 2024</b>	<b>8:00 am @ City ENRD, CARBDP Bldg., Motorpool Comp., Doongan Butuan City</b>
<b>Day 2</b> AM Snacks- Burger and Juice  Lunch Meal- Fried Chicken, Pork Adobo, Four season, Fruits, Rice & Softdrinks  PM Snacks- Chocolate cake and Softdrinks	<b>August 28, 2024</b>	<b>8:00 am @ City ENRD, CARBDP Bldg., Motorpool Comp., Doongan Butuan City</b>
<b>Day 3</b> AM Snacks- Empanada and Juice  Lunch Meal- Fried Fish, Chicken Curry, Pinakbet, Fruits, Rice & Softdrinks  PM Snacks- Meat Roll and Juice	<b>August 29, 2024</b>	<b>8:00 am @ City ENRD, CARBDP Bldg., Motorpool Comp., Doongan Butuan City</b>
<b>Day 4</b> AM Snacks- Fluppy Mamon and Juice  Lunch Meal- Pork Steak, Chicken Afritada, Bihon Gisado, Fruits, Rice & Softdrinks  PM Snacks- Torta and Juice	<b>August 30, 2024</b>	<b>8:00 am @ City ENRD, CARBDP Bldg., Motorpool Comp., Doongan Butuan City</b>
<b>Day 5</b> AM Snacks- Cheesy Ensaymada  Lunch Meal- Pork Adobo, Chicken Buffalo, Chopsuey, Fruits, Rice & Softdrinks  PM Snacks- Pork Adobo, Chicken Buffalo, Chopsuey, Fruits, Rice & Softdrinks	<b>September 3, 2024</b>	<b>8:00 am @ City ENRD, CARBDP Bldg., Motorpool Comp., Doongan Butuan City</b>



**Department of Environment and Natural Resources  
Kagawaran ng Kapaligiran at Likas Yaman  
Caraga Region  
CENRO- Nasipit, Agusan del Norte**



## **V. CONTRACTOR'S QUALIFICATIONS**

1. The Service Provider must have at least five (5) years of continuous experience in the catering business;
2. The Service Provider must be PHILGEPS registered;
3. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.

## **VI. RESPONSIBILITIES OF THE SUPPLIER**

1. The Supplier must submit the detailed food lineup for AM snacks, lunch and PM snacks with the description as necessary;
2. The Supplier must ensure that the food container and other items must be clean and kept hygienically and properly at all times;
3. The Supplier shall provide all food packages with reasonable care, skill and diligence. All goods supplied shall be new and fresh;
4. The Supplier must deliver the food packages following the delivery schedule specified in the schedule of requirements, otherwise, liquidated damages shall be imposed against it under the Section 68 of the Revised Implementing Rules and Regulations of R.A. 91841;
5. Where the food packages are rejected as being damaged, spoiled or otherwise failing to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace, reperform, and/or take such corrective action as may be required to enable the food packages to conform to the requirements and satisfaction of the end-user;
6. Provide at least one (1) coordinator assigned as persons in charge of preparations and coordination with the inventory team representatives; and
7. Provide at least two (2) assistants for the food distribution of packed meals;

## **VII. TERMS OF PAYMENT**

- a. Payment shall be made within thirty (30) calendar days from receipt of the procured food packages.
- b. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).
- c. The Supplier shall provide the bank Account wherein payment will be credited.

Prepared by:

  
**EDWIN C. GONZALES**  
FT-II/ PABEU Focal

Recommending Approval:

  
**ROEL C. JUMAWID, MM**  
For. II/Chief, CDS

Approved by:

  
**NELSON B. CARANZO**