



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Agusan del Norte



REQUEST FOR QUOTATION/ PROPOSAL

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

PR NO: 2024-11-374
PR DATE 11-26-2024
END-US CENRO-TUBAY
ABC: 76,128.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT
RFQ NO:2024-11-178
DATE PREPARED: 11-28-2024
CLOSING DATE: 12-04-2024
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 qualificationssuppliers/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
	CENRO-TUBAY YEAR-END ASSESSMENT CUM NGP PERFORMANCE EVALUATION FOR CY 2024						
	December 12, 2024						
1	(AM Snacks) Empanada and canned juice	104	pax	90.00	9,360.00		
2	(Lunch) Rice, Pork Menudo, Chicken Adobo with pineapple, Four seasons, Mango tapioca and canned juice	104	pax	270.00	28,080.00		
3	(PM Snacks) Tuna Sandwich and canned juice	104	pax	92.00	9,568.00		
4	(Dinner) Rice, Beef steak, chicken fillet, Humba, Macaroni salad and canned juice	104	pax	280.00	29,120.00		
	TOTAL				76,128.00		

Documentary Requirements: (to be submitted together with the proposal)							
1. Mayor's/Business Permit;							
2. PhilGEPS Reg. Number/PhilGEPS Certificate;							
3. DTI Registration Certificate;							
3. BIR Registration of Certification / Latest Income Tax Return							

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 PENRO-AND, Tinian City.

The deadline for the submission of bid proposals will be on **DECEMBER 04, 2024** Qualified proposals will be notified of award and contract execution. The Department of Environment and Natural Resources PENRO-ADN 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


FE C. DACUMAS
 DMO-V/Chief, TSO
 BAC, Chair

 Signature Over Printed Name

 Company Name

 Address

Canvass By:

 Tel No. /Cellphone No. / e-mail address

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 Provider
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

J. 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

TERMS OF REFERENCE (TOR)

CATERING SERVICES FOR THE CENRO-TUBAY YEAR-END ASSESSMENT CUM NGP PERFORMANCE EVALUATION FOR CY 2024

I. BACKGROUND

CENRO Tubay has numerous targets in both Technical and Management Services based on the approved Work and Financial Plan (WFP) of CY 2024.

As such, year-end assessment is deemed necessary to assess the status and timeliness of each unit's accomplishments including the over-all performance of the eNGP. Likewise, validate the corresponding means of verification (MOVs) and review funds disbursement in accordance to the reported accomplishment.

II. OBJECTIVES

- a. Presentation of accomplishments per sector;
- b. Review of all targets and assess all accomplishments of CY 2024;
- c. Presentation of obligated and disbursed funds of CY 2024;
- d. Presentation of Targets and Budget Proposal for CY 2025;
- e. Conduct action planning of targets and budget for CY 2025;
- f. Other Matters (from CENRO and Section Chiefs)

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract (ABC) is **Seventy-Six Thousand One Hundred Twenty-Eight pesos (76,128.00)** inclusive of all applicable taxes, other related fees and charges, and all requirements specified in this Term of Reference.

IV. DATE AND VENUE

The activity is scheduled on **December 12, 2024** at the CENRO-Tubay Conference Hall, Doña Rosario, Tubay, Agusan del Norte.

V. TERMS AND CONDITIONS

- A. Supplier must be capable of providing the following services;
 - a. Preparation and serving of food and beverage requirements during the activity
 - b. Logistical requirements for the delivery of foods and beverages
- B. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- C. Must be within or lower than the approved budget for the contract.
- D. Must have the capability and resources in serving **One Hundred Four (104)** pax.

- E. Provision of tablecloth, tableware and complete cutlery. Tablecloths must be presentable and well-ironed. Buffet table must be covered with full-skirting. Table lay-out will be provided by the caterer.
- F. Free flowing purified water starting 11:00 in the morning to 8:30 in the evening.
- G. Foods and drinks to be served will be available before 12 noon.
- H. Provider should strictly follow the necessary health and safety measures (e.g., use of gloves, hair net, face masks, alcohol, and frequent washing of hands, etc.) to ensure the quality, safety and timeliness of the food and avoid health hazards.
- I. The provider is discouraged to use "single-use plastic" for drinks and food container.

VI. SCHEDULE OF PAYMENTS

Payment shall be processed after the delivery and completion of the said activity.


VII. DOCUMENTARY REQUIREMENTS

- 1. PhilGEPS Registration Number or valid and current PhilGEPS Registration Certificate
- 2. Valid Mayor's Business Permit
- 3. DTI current certificate
- 4. BIR current certificate
- 5. Omnibus Sworn Statement
- 6. Quotation


Prepared by:


MARYCHARLOTTE G. ESCALERA
AA-VI/ Admin. Staff

Recommending Approval:


FELY GRACE V. CATALAN
AO-1/ Admin. designate

Approved by:


HERNAN P. RAMIREZ
OIC, CENR Officer