



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: 2025-03-062
PR DATE 03/07/2025
END-USI C-Tubay (Watershed)
ABC: 231,500.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT
RFQ NO: 2025-03-032
DATE PREPARED: 03-07-2025
CLOSING DATE: 03-12-2025
CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources PENRO-ADN, Brgy. Tiniwisan, 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
	Catering Services For the conduct of 4-Day Participatory Planning Workshop cum Writeshop on the crafting of Kalinawan River Integrated Watershed Management Plan (KRIWMP).						
1	18-Mar-25						
	A.M. Snack (Submarine Sandwich, Fruit Juice)	40	pax	170.00	6,800.00		
	Lunch (Rice, Beef Mechado, Fresh Mushroom w/ oyster sauce, Birdsnest soup, potato salad, Soft drinks)	40	pax	400.00	16,000.00		
	P.M. Snack (Fresh Vegetable Lumpia, Fruit Juice)	40	pax	170.00	6,800.00		
	Dinner (Rice, Breaded Fried Chicken, Buttered vegetables, Molo soup, Chantilly)	40	pax	400.00	16,000.00		
	Accommodation	31	pax	700.00	21,700.00		

2	19-Mar-25						
	A.M. Snack (Carrot cake, Fruit Juice)	40	pax	170.00	6,800.00		
	Lunch (Rice, Lechon Kawali, Native chicken soup, Fried Vegetable Lumpia, Buko cream, Soft drinks)	40	pax	400.00	16,000.00		
	P.M. Snack (Bihon Guisado w/ Toasted bread, Fruit Juice)	40	pax	170.00	6,800.00		
	Dinner (Rice, Grilled Chicken in white Cheese Sauce, Cream of Mushroom Soup, Fresh Vegetable Garden Salad, Mango Float, Soft drinks)	40	pax	400.00	16,000.00		
	Accommodation	31	pax	700.00	21,700.00		
3	20-Mar-25						
	A. M. Snack (Cassava Roll, Melon Juice,)	40	pax	170.00	6,800.00		
	Lunch (Rice, Baked Fish in Mayo, Sotanghon Guisado, Bulalo Soup, Leche Flan, Soft drinks)	40	pax	400.00	16,000.00		
	P.M. Snack (Hamburger, Orange juice)	40	pax	170.00	6,800.00		
	Dinner (Rice, Pork Humba, Shrimp Sinigang Soup, Crabmeat Vegetable, Buko Pandan, Soft drinks)	40	pax	400.00	16,000.00		
	Accommodation	31	pax	700.00	21,700.00		
4	21-Mar-25						
	A.M. Snack (Carrot Cake, Fruit Juice)	40	pax	170.00	6,800.00		
	Lunch (Rice, Beef Tadjang in Teriyaki Sauce, Cream of Corn Soup, Pancit Canton Guisado, Fresh Fruits Salad, Soft drinks)	40	pax	400.00	16,000.00		
	P.M. Snack (Chili Hotdog, Calamansi Juice)	40	pax	170.00	6,800.00		
	Total				231,500.00		

	Documentary Requirements: (to be submitted together with the proposal)						
	1. Mayor's/Business Permit;						
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;						
	3. DTI Registration Certificate;						
	4. Land Bank Account						



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-ADN, Brgy. Tiniwisan Butuan City.

The deadline for the submission of bid proposals will be on **March 12, 2025** 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. DACUMOS
 DMO-V/Chief, TSD
 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 alteration, 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



TERMS OF REFERENCE (TOR)

PARTICIPATORY WORKSHOP CUM WRITESHOP ON THE CRAFTING OF THE KALINAWAN RIVER INTEGRATED WATERSHED MANAGEMENT PLAN (IWMP)

I. BACKGROUND AND RATIONALE

The Kalinawan River Watershed is a critical natural resource that supports biodiversity, water supply, and local livelihoods. To ensure its sustainable management, a participatory and integrated approach is necessary. In line with this, a four-day (4-day) Participatory Workshop cum Writeshop will be conducted to draft the Integrated Watershed Management Plan (IWMP) for Kalinawan River.

This activity is organized by the Department of Environment and Natural Resources (DENR) – CENRO Tubay in collaboration with National Government Agencies (NGAs), Local Government Units (LGUs), Indigenous Peoples (IPs), Civil Society Organizations (CSOs), and other key stakeholders. The activity aims to ensure a multi-sectoral and science-based approach to watershed planning that aligns with national policies and local priorities.

II. OBJECTIVES

The primary objectives of the workshop and writeshop are to:

1. Facilitate participatory discussions among stakeholders on watershed management issues, challenges, and opportunities.
2. Draft key sections of the Kalinawan River IWMP, incorporating technical, ecological, socio-economic, and governance aspects.
3. Align the plan with national and local policies, including the Philippine Watershed Management Strategy and relevant environmental laws.
4. Strengthen stakeholder collaboration in implementing watershed conservation and management strategies.

III. SCOPE OF WORK

The workshop and writeshop will cover the following major activities:

Workshop and Writeshop Activities:

+ Day 1: Watershed Issues and Concerns

- Opening Program and Objective Setting
- Overview of Kalinawan River Watershed and Its Management Status
- Presentation of Existing Policies and Frameworks
- Stakeholder Consultations on Watershed Issues and Concerns

+ Day 2: Vision, Mission, Goals, and Objectives

- Identification of Priority Areas and Management Zones
- Development of Goals, Objectives, and Strategies
- Breakout Sessions on Thematic Areas:

- Biodiversity
- Land Use
- Water Resources
- Socio-Economic Factors

Considerations

- Technical Writing of Key Plan Components:
 - Vision and Objectives
 - Management Strategies
 - Action Plans
- Stakeholder Review and Feedback Sessions
- Integration of Technical and Sectoral Inputs

Day 4: Consolidation of Outputs

- Refinement of the Draft Integrated Watershed Management Plan (IWMP)
- Presentation and Validation of the Draft Plan by Stakeholders
- Agreement on Implementation Roles and Responsibilities
- Closing Program and Next Steps

IV. EXPECTED OUTPUTS

- A draft Integrated Watershed Management Plan (IWMP) for Kalinawan River
- A summary report on stakeholder inputs and recommendations
- Strengthened multi-sectoral collaboration for watershed management
- Commitments from stakeholders for implementation and policy support

V. ROLES AND RESPONSIBILITIES

- DENR: Lead agency, overall coordination, technical support, and documentation
- LGUs: Provide local data, assist in stakeholder mobilization, and support plan adoption
- NCIP and IP Representatives: Ensure IP rights and concerns are integrated into the plan
- NGAs: Provide sectoral inputs and technical expertise
- CSOs and Community Groups: Contribute local knowledge and advocacy for sustainable practices

VI. VENUE AND SCHEDULE

Date: **March 18-21, 2025**

Venue: **Within Butuan City**

VII. TERMS AND CONDITIONS

A. Eligibility and Accreditation:

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- The supplier must comply with all applicable government procurement laws, including RA 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR).

B. Scope of Supply and Service Requirements:

- The supplier shall provide goods and/or services as specified in the Request for Quotation (RFQ) or Purchase Order (PO) issued by DENR, which may include but are not limited to:
 - a. Catering services (meals, snacks, beverages)
 - b. Accommodation with breakfast for participants and facilitators

- c. Audio-visual equipment (projector, sound system, microphones)
- d. Free flowing purified water and coffee.
- e. Foods and drinks to be served will be available before 12 noon.
- f. 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.
- g. The provider is discouraged to use "single-use plastic" for drinks and food container.

VIII. PAYMENT TERMS AND INVOICING

Payment shall be made only upon completion of the goods/services and submission of complete supporting documents.


IX. 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:


DARLING GAY Y. ABQUINA
CDS Support Staff

Recommending Approval:


ANIANA J. RADAZA
DMO IV

Approved by: 
HERNAN RAMIREZ
OIC, CENR Officer