



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: 2025-05-125

PR DATE 05/21/2025

END-USE PLANNING P-ADN

ABC: 156,000.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

RFQ NO: 2025-05-062

DATE PREPARED: 05-21-2025

CLOSING DATE: 05-26-2025

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 PENRO-WIDE SPORTSFEST 2025						
1	LUNCH (BRGY.5 POB.COVERED COURT CABADBARAN CITY)	260	pax	300.00	78,000.00		
	RICE, PORK HUMBA, CHOPSUEY, FRIED CHICKEN, CANNED JUICE AND MANGO TAPIOCA (SERVE MEAL)						
2	DINNER (DENR CENRO-TUBAY OFFICE)	260	pax	300.00	78,000.00		
	RICE, CHIKCEN INASAL, FISH FILLET, PANSIT GUIADO, FRUITS AND SOFT DRINKS (SERVE MEAL)						
	VENUE: CENRO-TUBAY AGUSAN DEL NORTE LUNCH-BRGY.5 POB. COVERED COURT CABADBARAN CITY DINNER-DENR CENRO-TUBAY DOÑA ROSARIO TUBAY AGUSAN DEL NORTE						
	SCHEDULE: MAY 27, 2025						
	CATERER MUST BE WITH IN CABADBARAN/TUBAY AREAS						
	Total				156,000.00		

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 May 26, 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


J. 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



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TERMS OF REFERENCE

Catering Services for the conduct of PENRO-WIDE Sportfest 2025

I. ABSTRACT

Title of the Project : Catering Services for the Conduct of One (1) day
PENRO-WIDE Sportsfest 2025

Approved Budget for : ₱ 156,000.00
the Contract (ABC)

Project Period : May 27, 2025

II. BACKGROUND

By virtue of Proclamation No. 237 signed in 1988 by then-President Corazon Aquino, June was declared Philippine Environment Month to raise environmental consciousness among Filipinos. The celebration coincides with World Environment Day, which is observed on June 5.

One of the activities set by DENR Agusan del Norte is the conduct of PENRO-wide Sportsfest 2025 on May 27, 2025, at CENRO Tubay Brgy. Doña Rosario, Tubay, Agusan del Norte, which aims to show the physical prowess of the employees and showcase camaraderie and sportsmanship. The activity also aims to select competent employees who will represent the province during the Regional Sportsfest in June 2025. It also shows support and unity and promotes camaraderie among employees. This will also promote health and wellness among personnel of the province to make them active and strengthen their overall well-being through engaging in various sporting events that will uplift physical capabilities and enhance mental health.

III. OBJECTIVES

In the conduct of prepared activities, aims to achieve the below-listed objectives, to wit:



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1. To fully participate in the competition, sporting events, musical presentations, and other competitions that will showcase the talent and athleticism of DENR Agusan del Norte personnel.
2. To promote camaraderie, sportsmanship, and strengthen the support system among DENR Agusan del Norte personnel by showing their talents and skills in sports.
3. To continue promoting health and wellness activities through sports to strengthen the well-being of personnel.

IV. DATE AND VENUE

The activity is scheduled on May 27, 2025 at Brgy.5 Pob. Covered Court Cabadbaran City and DENR CENRO-Tubay Doña Rosario Tubay Agusan del Norte. Caterer must be within Cabadbaran City and Tubay areas.

V. TERMS AND CONDITIONS

The following items shall compose the minimum requirement to ensure the successful delivery of the above-mentioned activity:

1. Service Provider must be PhilGEPS registered;
2. Meal Requirements for May 27, 2025 for 260 pax:

Lunch must be serve at Brgy.5 Pob. Covered Court Cabadbaran City

LUNCH: Rice, Pork Humba, Chopsuey, Fried Chicken, Canne djuice and mango Tapioca (serve meal)

Dinner must be serve at DENR CENRO-Tubay Doña Rosario Tubay Agusan del Norte

DINNER: Rice, Chicken Inasal, Fish Fillet, Pancit Guisado, Fruits and Softdrinks (serve meal)

3. Caterer must provide three (3) food station for CENRO-Tubay, CENRO-Nasipit and PENRO Agusan del Norte
4. Caterer must provide water dispenser
5. Food attendants;



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6. Quoted amount must be inclusive of all taxes


VI. TERMS OF PAYMENT

100% paid upon completion based on the submitted accomplishment upon inspection.

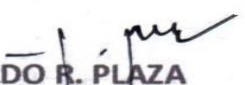
VII. MANAGEMENT AND REPORTING ARRANGEMENTS

The Proponent/Person In-charge shall closely coordinate with the supplier to ensure that all works stipulated in the submitted Purchase Order (PO) will be followed and undertaken. The Supplier on the other hand shall also submit Statement of Account for payment purposes.

Prepared by:


IRENE O. CADIZ
PLO-III / END-USER

Recommending Approval:


REYNALDO R. PLAZA
Accountant II

Approved by:


ADELAIDA R. BORJA
PENR Officer