



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Regional Office No. VIII
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REQUEST FOR QUOTATION (RFQ)

Provision of Catering Services with Venue and Accommodation during the Conduct of the Quarterly Joint WQMA's MSG Monitoring and Meeting RFQ No. 2022-01-14

1. The Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB-R8) hereinafter referred to as the “Purchaser” now requests for submission of price quotations for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications 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. The Approved Budget for this contract is **297,000.00.**
3. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/quotation on a ***per lot*** basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below not later than **2:00 pm of January 31, 2022.**

Department of Environment and Natural Resources
Environmental Management Bureau
Brgy 2, Jones St., Tacloban City

6. 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/s if the contract is awarded.

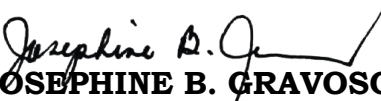
Bid/quotation may be typewritten and may be placed in a sealed envelope marked **“Provision of Catering Services with Venue and Accommodation during the Conduct of the Quarterly Joint WQMA's MSG Monitoring and Meeting (RFQ NO. 22-01-14)”** or you may send your bid/quotation through fax

(63-832-1088) or e-mail (emb8_emb8@yahoo.com). *Late bids and proposals above ABC shall be automatically disqualified.*

7. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
8. The delivery period shall be on **March 24-26, 2022, June 23-24, 2022, September 22-23, 2022, and November 24-25, 2022.**
9. Delivery Site: see delivery sites enumerated in the Quotation Form

Venue: Within Ormoc City

10. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent 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 contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. 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 also 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 functionality of the material and the capability of the supplier to perform the contract.
12. The prospective bidder shall submit the following:
 - a) Quotation Form /Technical Specifications;
 - b) Mayor's/Business Permit;
 - c) PhilGEPS Registration Number/Proof of PhilGEPS Registration
 - d) Income or Business Tax Returns
 - e) Omnibus Sworn Statement- original & notarized (*required/will be submitted upon receipt of PO/ Contract*)


JOSEPHINE B. GRAVOSO
BAC Chairperson

TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Bidder's Specifications
<p>Provision of Catering Services with Venue and Accommodation during the Conduct of the Quarterly Joint WQMA's MSG Monitoring and Meeting</p> <p>1st quarter MSG March 24, 2022 Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation March 25, 2022 Breakfast, AM snacks, and Lunch</p> <p>2nd quarter MSG June 23, 2022 Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation June 24, 2022 Breakfast, AM snacks, and Lunch</p> <p>3rd quarter MSG September 22, 2022 Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation September 23, 2022 Breakfast, AM snacks, and Lunch</p> <p>4th quarter MSG November 24, 2022 Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation November 25, 2022 Breakfast, AM snacks, and Lunch</p> <p><u>Venue: within ORMOC CITY</u></p> <p><i>Venue to include free-flowing coffee (Stored in containers and not in individual sachets, no plastic stirrers, and the use of projector and sound system.</i></p>	

**Note: In observance of the health and safety protocols imposed by IATF, venue should be spacious enough for participants to observe social distancing protocols. Maximum number of participants per table will be limited to two pax.*

**Supplier should perform temperature check and provide alcohol and disinfection spray at the venue.*

**In serving the meals. supplier should provide attendees with reusable and washable cutlery.*

REQUEST FOR QUOTATION FORM

Date: **January 25, 2022**

RFQ No.: **22-01-14**

Attention: FAD – PROPERTY & SUPPLY UNIT

Environmental Management Bureau

Brgy. 2, Jones St., 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:

Description	Quantity	Delivery Site	Unit Price (PhP)	Total Price (PhP)
Provision of Catering Services with Venue and Accommodation during the Conduct of the Quarterly Joint WQMA's MSG Monitoring and Meeting		ORMOC CITY		
1st quarter MSG <i>March 24, 2022</i> Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation	27 pax			
<i>March 25, 2022</i> Breakfast, AM snacks, and Lunch	27 pax			
2nd quarter MSG <i>June 23, 2022</i> Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation	27 pax			
<i>June 24, 2022</i> Breakfast, AM snacks, and Lunch	27 pax			
3rd quarter MSG <i>September 22, 2022</i> Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation	27 pax			
<i>September 23, 2022</i> Breakfast, AM snacks, and Lunch	27 pax			
4th quarter MSG <i>November 24, 2022</i> Breakfast, AM &PM snacks, Lunch, Dinner and Accommodation	27 pax			
<i>November 25, 2022</i> Breakfast, AM snacks, and Lunch	27 pax			

Protect the environment... Protect life...

<p><u>Venue: within ORMOC CITY</u></p> <p><i>Venue to include free-flowing coffee (Stored in containers and not in individual sachets, no plastic stirrers, and the use of projector and sound system.</i></p> <p><i>*Note: In observance of the health and safety protocols imposed by IATF, venue should be spacious enough for participants to observe social distancing protocols. Maximum number of participants per table will be limited to two pax.</i></p> <p><i>*Supplier should perform temperature check and provide alcohol and disinfection spray at the venue.</i></p> <p><i>*In serving the meals. supplier should provide attendees with reusable and washable cutlery.</i></p>				
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- 2) We undertake, if our Quotation or bid is accepted, to deliver the above goods **as scheduled** indicated in Purchase Order (P.O).
- 3) We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- 4) We understand that **payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.**

Name of Company : _____

PhilGEPS Registration No. : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____