



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region III, Diosdado Macapagal Regional Government Center
Brgy. Maimpis, City of San Fernando, Pampanga

REQUEST FOR QUOTATION
Procurement of Meals and Snacks

1. The Department of Environment and Natural Resources Region III, through the government appropriation act intends to apply the sum of **57,500.00** being the Approved Budget for the Contract (ABC) to payments under the procurement of “**Meals and Snacks**” for which this Request for Quotation is issued.
2. The Department of Environment and Natural Resources hereinafter referred to as “the Purchaser” now request you to submit price quotation for “**Meals and Snacks**” of the following:

Item No.	Description	Quantity	Unit
1.	Meals & Snacks	75	pax
	- Breakfast		
	- AM Snacks		
	- Lunch		
	- PM Snacks		
	- Dinner		

For official use in the conduct of FMP CY 2020 Year End Assessment cum GAD HGDG Orientation to be held on December 7 – 9, 2020.

3. A set of technical specifications for the above items are provided in Attachment 1. All items listed under the purchasers’ specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the bid/ quotation for each item separately, and award will be made to the bid/ quotation or combination of bids/ quotations resulting in the overall lowest cost. Bid/ quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation(s) meeting purchaser’s technical specifications. Or it is the intent of the Purchaser to evaluate the bid/quotation for each item separately, and award will be made to the bid/ quotation or combination of bids/ quotations resulting in the overall lowest cost. Bid/Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation(s) meeting purchasers’ technical specifications.
6. Quotations must be delivered at the address above within seven (7) days.
7. Your 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 if the contract is awarded.
8. All bids / quotations may be typewritten and may be placed in sealed envelope marked “**Meals and Snacks**”.
9. Bids/ quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.

10. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP) or the Purchase Order (PO). The Supplier should inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

11. DELIVERY SITE:

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12. The applicable rate for late deliveries is one tenth (1 / 10) of one (1) percent of the cost of the unperformed portion 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 amount of the contract, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

13. The Department of Environment and Natural Resources 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 (DENR) 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 performance and functionality of the equipment and the capability of the supplier to perform the contract.

14. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Technical Specifications
- c) Proof of PhilGEPS Registration

ARTHUR C. SALAZAR, CESO IV
RBAC Chairman