Republic of the Philippines
(Republic Act No. 7611)
PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

PCSD

NOTICE OF AWARD

23 OCT 2024

TIMAY CATERING SERVICES
Represented by its Authorized Representative
Ms. Kristie Mae I. De Asis
Purok Magalang, Santa Monica
Puerto Princesa City, Palawan

Dear Ms. De Asis:

The Palawan Council for Sustainable Development Staff (PCSDS) is hereby awarding the contract for the procurement item with details below inclusive of all applicable taxes:

a. Purchase Request No. : **24-08-0059**
b. Procurement Title : **Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience - PCSD Staff and Job Order - GAD Activity)**
c. Contract Amount : **Php 37,200.00**
d. Delivery Period : **As scheduled or needed until 15 December 2024**

You are therefore advised to post the required Performance Security (if applicable) and enter into contract with PCSDS within ten (10) calendar days from receipt of this notice. Failure to enter into contract shall constitute a sufficient ground for cancellation of this award.

Thank you.

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and Head of Procuring Entity

Conforme:

Ms. Kristie Mae I. De Asis
Date: 23 OCT 2024

Vision: Palawan, an innovative and dynamic global center of sustainable development.
Mission: PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science-for-sustainability site, guided by the Strategic Environmental Plan.

HEAD OFFICE:
PCSD Building, Sports Complex Road
Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
☎ (+6348) 434-4235 Trunkline • (+6348) 434-4234 Telefax
Email: oed@pcsd.gov.ph • Website: www.pcsd.gov.ph | www.pkp.pcsd.gov.ph

Republic of the Philippines
(Republic Act No. 7611)
PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

PCSD

NOTICE TO PROCEED

23 OCT 2024

TIMAY CATERING SERVICES
Represented by its Authorized Representative
Ms. Kristie Mae I. De Asis
Purok Magalang, Santa Monica
Puerto Princesa City, Palawan

Dear Ms. De Asis:

This refers to the Notice of Award of procurement item with details listed below:

a. Winning Bidder : **TIMAY CATERING SERVICES**
b. Purchase Request No. : **24-08-0059**
c. Procurement Title : **Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience - PCSD Staff and Job Order - GAD Activity)**
d. Contract Amount : **Php 37,200.00**
e. Delivery Period : **As scheduled or needed until 15 December 2024**

In relation thereto, notice is hereby given to the winning bidder that the implementation of the said project shall commence on the same day you have acknowledged the receipt of this Notice. You are expected to perform the terms and conditions stipulated in the attached Contract Agreement.

Please acknowledge receipt of this notice by signing at the portion provided below. Keep a copy and return the original copy to this Palawan Council for Sustainable Development Staff (PCSDS).

For further details, please contact the PCSDS-BAC Secretariat through the following contact details: (a) email: bacpcsd@gmail.com and (b) Tel. No. (+48) 434-4235.

Thank you.

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and Head of Procuring Entity

Conforme:

Ms. Kristie Mae I. De Asis
Date: 23 OCT 2024

HEAD OFFICE:
PCSD Building, Sports Complex Road
Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
☎ (+6348) 434-4235 Trunkline • (+6348) 434-4234 Telefax
Email: oed@pcsd.gov.ph • Website: www.pcsd.gov.ph | www.pkp.pcsd.gov.ph

Republic of the Philippines
Palawan Council for Sustainable Development Staff
BIDS AND AWARDS COMMITTEE
PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica,
Puerto Princesa City, Palawan

PURCHASE ORDER

1 Supplier/Provider	**Ms. KRISTIE MAE I. DE ASIS**	2 P. O. No.	**24-09-49**
	TIMAY CATERING SERVICES	Date:	2 3 OCT 2024
Address	Purok Magalang, Santa Monica, Puerto Princesa City, Palawan	P.R. No.	**24-08-0059**
TIN		Mode of Procurement	**NP-Small Value Procurement**

Suppliers/Contractors/Consultant:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

3 Place of Delivery	Within the Central Business District (CBD) of Puerto Princesa City	Delivery Term:	Delivered at Place
Date of Delivery	As scheduled or needed until 15 December 2024	Payment Term:	

Item No.	Stock/ Property No.	Unit	Item Description	Cost		
				Quantity	Unit	Total
1		pax	**CATERING SERVICES (SNACKS AND LUNCH) WITH VENUE** IEC Activities - Audience (Audience - PCSD Staff and Job Order) - (GAD Activity) - 1 Activity - 2 day/activity (AM & PM snacks & lunch) ***Additional Specifications:*** - Menu should be provided two (2) days in advance - All meals/snacks shall be served with one round of drink/s (water juice) - Lunch shall include at least 3 viands (1 meat, 1 fish and 1 vegetable) and rice - **Delivery Term:** as scheduled or needed; until December 15, 2024 - All meals/snacks shall be delivered within the Central Business District (CBD) of Puerto Princesa City	40	₱930.00	₱37,200.00
			-nothing follows-			
Total Amount in Words: **Thirty - Seven Thousand, Two Hundred Pesos**					**Total:**	₱37,200.00

4

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Kristie Mae de Asis

Ms. KRISTIE MAE I. DE ASIS
Supplier signature over printed name
Date: 2 3 OCT 2024

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and
Head of the Procuring Entity

for accounting use only

Fund Cluster:		**ORS/BURS No. :**	
Funds Available:		**Date of the ORS/BURS:**	
		Amount:	

Accountant

CONTRACT AGREEMENT

THIS AGREEMENT made this _____ between Palawan Council for Sustainable Development Staff (PCSDS) (hereinafter called "the Entity") of the one part and Timay Catering Services of Purok Magalang, Santa Monica, Puerto Princesa City, Palawan (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly PR No. 24-08-0059: Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience – PCSD Staff and Job Order – GAD Activity) and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of Thirty – Seven Thousand, Two Hundred Pesos (Php 37,200.00) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.:*

   i. Request for Quotation;
   ii. Schedule of Requirements and Technical Specifications;
   iii. Winning bidder's quotation, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

   Price Quotation Form, including all the documents/statements contained in the Bidder's quotation, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's evaluation of quotation;

   iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

   v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of Thirty – Seven Thousand, Two Hundred Pesos (Php 37,200.00) or such other sums as may be ascertained, Timay Catering Services represented by Ms. Kristie Mae I. De Asis agrees to supply PR No. 24-08-0059: Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience – PCSD Staff and Job Order – GAD Activity) in accordance with his/her/its quotation.

4. Goods and services will be delivered and/or performed by the Supplier until 15 December 2024 or in accordance with the schedule agreed upon.

5. The Entity agrees to pay the Supplier the above-mentioned sum in accordance with the terms of the Bidding and based on the actual goods and services delivered and/or performed as billed.

ATTY. TEODORO JOSE S. MATTA, MNSA

Ms. KRISTIE MAE I. DE ASIS

6. In case of breach, the Supplier shall be liable to pay liquidated damages at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

7. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. Any and all disputes arising from the implementation of a contract shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004"

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and
Head of Procuring Entity

for:

Palawan Council for Sustainable Development Staff (PCSDS)

Ms. KRISTIE MAE I. DE ASIS
Authorized Representative

for:

Timay Catering Services

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Puerto Princesa City)

OCT 23 2024

BEFORE ME, this _____ at Puerto Princesa City personally appeared **ATTY. TEODORO JOSE S. MATTA, MNSA** and **Ms. KRISTIE MAE I. DE ASIS** with their competent evidence of identity, all known to me and to me known to be the same persons who executed the foregoing instrument which they acknowledged to me to be their free and voluntary act and deed and that of the entities they respectively represent.

This instrument consisting of only two (2) page/s, including this page in which this Acknowledgement is written, duly signed by them and their instrumental witnesses.

WITNESS MY HAND AND SEAL.

ATTY. MARC EDWARD P. BARONE
NPL No. 2024-025, Bar Roll No. 59947
Until December 31, 2025
Notary Public for the City of Puerto Princesa and in the Mun. of Aborlan, Narra, Cuyo, Agutaya, and Magsaysay, Province of Palawan
PTR No. 1920826 /PPC/01-04-2024
IBP Lifetime No. 017976/PAL/8-29-2017
MCLE Compliance No. VII-0005368/10-26-2021
Chiu Bldg., Lacao St., cor Carandang St., PPC

Notary Public

Doc. No. 963;
Page No. 91;
Book No. LIV;
Series of 2024;

ATTY. MARC EDWARD P. BARONE NOTARY PUBLIC ROLL NO. 59947 PUERTO PRINCESA, PALAWAN, PHILIPPINES

"RECOMMENDING THE AWARD OF CONTRACT TO TIMAY CATERING SERVICES FOR THE PROCUREMENT OF PR NO. 24-08-0059: REPRESENTATION EXPENSES (CATERING SERVICES WITH VENUE FOR THE CONDUCT OF IEC ACTIVITIES: AUDIENCE – PCSD STAFF AND JOB ORDER – GAD ACTIVITY)"

Resolution No. 24-08-0059
Series of 2024

WHEREAS, PR No. 24-08-0059: Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience – PCSD Staff and Job Order – GAD Activity) was ascertained by the Palawan Council for Sustainable Development Staff (PCSDS), Bids and Awards Committee (BAC) as included in the Annual Procurement Plan (APP) for the FY 2024 with Negotiated Procurement – Small Value Procurement (NP-SVP) as the mode of procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulation (IRR) of Republic Act No. 9184 with an Approved Budget for the Contract (ABC) amounting to Thirty - Eight Thousand Pesos (Php 38,000.00). The stated provision states:

xxx xxx xxx

53.9. Small Value Procurement. Procurement of Goods, Infrastructure Projects and Consulting Services, where the amount involved does not exceed the threshold prescribed in Annex "H" of this IRR: Provided, That in case of Goods, the procurement does not fall under shopping in Section 52 of this IRR

xxx xxx xxx

WHEREAS, the Request for Quotation for NP- SVP for the said procurement was posted in the PhilGEPS website, PCSD website and in a conspicuous place within the premises of PCSD last 19-24 September 2024. The same was also sent to three (3) prospective suppliers, namely: Timay Catering Services, Carlos Kitchenette, and A/Z Concepteur Events Styling Services;

WHEREAS, the following supplier/s submitted their quotations:

NO.	BIDDER	AMOUNT	DATE & TIME SUBMITTED
1	Timay Catering Services	Php 37,200.00	24 September 2024; 11:57am
2	Carlos Kitchenette	Php 38,000.00	24 September 2024; 11:57am
3	A/Z Concepteur Events Styling Services	Php 38,000.00	24 September 2024; 11:57am

HEAD OFFICE:
PCSD Building, Sports Complex Road
Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
☎ (+6348) 434-4235 Trunkline • (+6348) 434-4234 Telefax
Email: oed@pcsd.gov.ph • Website: www.pcsd.gov.ph | www.pkp.pcsd.gov.ph

WHEREAS, on 25 September 2024, the Committee conducted an evaluation of the above-mentioned quotations. Timay Catering Services submitted complete eligibility requirements and was declared responsive and eligible;

WHEREAS, Carlos Kitchenette and A/Z Concepteur Events Styling Services submitted complete documentary/eligibility requirements and were considered eligible;

WHEREAS, upon review, A/Z Concepteur Events Styling Services was disqualified for submitting an expired Mayor's Permit;

WHEREAS, after deliberation, Timay Catering Services was determined by the Committee as the Lowest Calculated and Responsive Quotation (LCRQ);

WHEREAS, in today's meeting, the Committee decided to recommend to the Head of Procuring Entity (HoPE) the awarding of the contract;

NOW, THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED, for and in consideration of the foregoing, **WE**, the Members of the PCSDS-BAC, hereby recommend to Executive Director and Head of the Procuring Entity (HoPE), Atty. Teodoro Jose S. Matta, MNSA, the award of contract to Timay Catering Services for the procurement of PR No. 24-08-0059: Representation Expenses (Catering Services with venue for the Conduct of IEC Activities: Audience – PCSD Staff and Job Order – GAD Activity).

RESOLVED, that copies of this resolution be submitted to the PCSDS Executive Director for his appropriate action.

ADOPTED AND APPROVED by the PCSDS Bids and Awards Committee (BAC) this 25 September 2024 in Puerto Princesa City.

Prepared by:

Atty. MICHELLE ANDREA AUGUST F. SABUYA
BAC Secretariat, Head

Recommending Approval:

ROSANA F. GACOT
Alternate Member

MA. CRISTINA C. RODRIGUEZ, MDM
Member

(on official travel)
JOHN VINCENT B. FABELLO, RPF
Member

ATTY. JOANNA SARAH T. DIVA
Member

(on official travel)
JOHN FRANCISCO A. PONTILLAS, EnP
Vice-Chairperson

GLENDA M. CADIGAL, RPF
Chairperson