



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52
929-66-20 | 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

FOR : All Offices Concerned

FROM : The Director, Administrative Service

SUBJECT : **ADOPTION OF A STANDARD PROCEDURE FOR PROCESSING OF CATERING SERVICES AMOUNTING TO PHP50,000.00 AND BELOW & LEASE OF VENUE REQUIREMENTS NOT EXCEEDING PHP5,000,000.00 OF DENR-CENTRAL OFFICE**

Pursuant to BAC Resolution Nos. MP-2021-001-A and MP-2021-004 dated 4 January 2021, all offices are hereby directed to adopt the standard procedures, attached as Annex 1 & 2, for processing of Catering Services amounting to PhP50,000.00 and below; and Lease of Venue requirements not exceeding PhP5,000,000.00.

For information and guidance.

ROLANDO R. CASTRO

PROCEDURE FOR PROCESSING LEASE OF VENUE
(Requirements not exceeding 5M)

RESPONSIBLE OFFICE	PROCEDURE	DOCUMENTARY REQUIREMENTS	REMARKS/ CONDITIONS
Proponent/End-user Unit	Prepare and process PR approval	<ul style="list-style-type: none"> • Approved S/PPMP • Notice of Meeting/Special Order/Authority • DEAIR • Certification on Earmarking/Allocation of Funds issued by Budget Division • Justification from the End-User Unit that resorting to privately-owned venue is more efficient and economical to the government. 	Ensure that requirements are included in the S/PPMP or APP.
Procurement Management Section-Property and Supply Management Division (PrMS-PSMD)	Issue BAC Resolution re Method of Procurement		
Proponent/End-user Unit	Prepare RFQ and send to at least 3 venues within the vicinity of the selected location.	Request for Quotation	RFQ Template/Form to be provided by the PrMS
	Prepare Abstract of Quotation and Notice of Award and process required signatures.	<ul style="list-style-type: none"> • Quotations received from lessor/s. • Abstract of Quotations & Rating Factor • Notice of Award (NOA) 	<ul style="list-style-type: none"> • ABQ Template/Form to be provided by the PrMS • Receipt of at least 1 quotation is sufficient to proceed with the evaluation provided that a proof of receipt of RFQ by at least 3 lessors is provided. • NOA Template to be provided by the PrMS
PrMS-PSMD	Sign Abstract of Quotation and Issue Control/Reference Number to NOA	Abstract of Quotation and NOA	Ensure compliance with the RA 9184.

RESPONSIBLE OFFICE	PROCEDURE	DOCUMENTARY REQUIREMENTS	REMARKS/ CONDITIONS
Proponent/End-user Unit	Serve NOA to the winning Lessor	Approved NOA	<ul style="list-style-type: none"> • Signatory for the NOA, Contract and NTP is the HOPE or the Administrative Director for contracts amounting to PhP5,000,000.00 and below, based on the Manual of Authority. • NTP Template/Form to be provided by the PrMS
	Prepare Contract and Notice to Proceed (NTP)	Duly conformed NOA, ORS, Contract and NTP	
PrMS-PSMD	Issue Control/Reference Number to Contract and NTP.	ORS, Contract and NTP	Record for monitoring purposes.
Proponent/End-user Unit	Process approval of Contract and NTP and Serve to the winning Lessor	Approved ORS, Contract and Notice to Proceed	Ensure that Contract is with CAF issued by the Accounting Division.
	Forward copy of the perfected contract with all the supporting documents to PrMS-PSMD	Copy of perfected contract and all the supporting documents.	End-user unit must submit perfected contract to PrMS-PSMD within 1 day from the date of receipt of NTP by the lessor.
PrMS-PSMD	For contracts with ABC above PhP50,000.00: Post NOA, Contract and NTP in the PhilGEPS website, DENR website and Bulletin Board designated for the purpose. For contracts with ABC below PhP50,000.00: Record	Copy of perfected contract and all the supporting documents.	Maintain file for monitoring purposes.
	Forward to COA copy of perfected contracts and all the supporting documents.		Ensure compliance with COA Circular No. 2009-001 dated 12 February 2009.

PROCEDURE FOR PROCESSING CATERING SERVICES REQUIREMENTS

(Requirements amounting Php50,000.00 and Below)

RESPONSIBLE OFFICE	PROCEDURE	DOCUMENTARY REQUIREMENTS	REMARKS/ CONDITIONS
Proponent/End-user Unit	Prepare and process PR approval	<ul style="list-style-type: none"> • Approved S/PPMP • Notice of Meeting/Special Order/Authority • DEAIR 	Ensure that requirements are included in the S/PPMP or APP.
Procurement Management Section-Property and Supply Management Division (PrMS-PSMD)	Issue BAC Resolution re Method of Procurement		
Proponent/End-user Unit	Secure quotations from at least 3 Eligible Service Providers	Quotations	Ensure to secure quotations prior the activity/meeting.
	Prepare Abstract of Quotations and the corresponding contract of the winning Service Provider	<ul style="list-style-type: none"> • Quotations received from Service Provider/s. • Abstract of Quotations • ORS and Contract 	<ul style="list-style-type: none"> • ABQ Template/Form to be provided by the PrMS
PrMS-PSMD	Validate Eligibility Documents of the Service Provider/s	Abstract of Quotation and quotation received from Service Provider/s.	Record for monitoring purposes.
	Issue Control/Reference Number to Contract	ORS and Contract	
Proponent/End-user Unit	Process approval of Abstract of Quotation and Contract	Approved Abstract of Quotation, ORS and Contract	Ensure that Contract is with CAF issued by the Accounting Division.
	Forward copy of the perfected contract with all the supporting documents to PrMS-PSMD	Copy of perfected contract and all the supporting documents.	End-user unit must submit perfected contract to PrMS-PSMD within 1 day from the date of approval of contract.
PrMS-PSMD	Forward to COA copy of perfected contracts and all the supporting documents.	Copy of perfected contract and all the supporting documents.	Ensure compliance with COA Circular No. 2009-001 dated 12 February 2009.



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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No.: (02) 8249-3367 | (02) 8248-3367

BAC RESOLUTION NO. MP-2021-001-A

BAC RESOLUTION RECOMMENDING NEGOTIATED PROCUREMENT UNDER THE CASE OF SMALL VALUE PROCUREMENT AS THE METHOD OF PROCUREMENT FOR THE CATERING SERVICES REQUIREMENTS OF THE OFFICES IN DENR-CENTRAL OFFICE AMOUNTING TO PHP50,000.00 AND BELOW PURSUANT TO SECTION 53.9, RULE XVI OF THE 2016 REVISED IRR OF RA 9184

WHEREAS, the 2016 Revised IRR of RA 9184, particularly Section 10, Rule IV thereof, states that all procurements shall be done through Competitive Bidding;

WHEREAS, Section 12.1 (j) Rule V of the 2016 Revised IRR of RA 9184 states that in proper cases, the Bids and Awards Committee (BAC) shall recommend to the Head of the Procuring Entity (HOPE) the use of Alternative Methods of Procurement (AMP) as provided in Rule XVI thereof;

WHEREAS, Section 48, Rule XVI of the 2016 Revised IRR of RA 9184 states that for purposes of economy and efficiency, the agency concerned may adopt AMP such as Negotiated Procurement;

WHEREAS, Section 53.9, Rule XVI of the Revised IRR of R.A. 9184 states that Negotiated Procurement under the case Small Value Procurement may be employed where the procurement does not fall under shopping in Section 52 of the Revised IRR and the amount does not exceed Php1,000,000.00;

WHEREAS, for purposes of economy and efficiency, the BAC hereby recommends **Negotiated Procurement (NP)** under the case of **Small Value Procurement (SVP)** as the method of procurement for the **Catering Services Requirements of the Offices in DENR-CO amounting to PHP50,000.00 and below** pursuant to Section 53.9, Rule XVI of the 2016 Revised IRR of RA 9184;

WHEREAS, the BAC further recommends that pursuant to Item No. IV.J of Annex H of the 2016 Revised IRR of Ra 9184, the **conduct of NP under the case of SVP in the amount of PHP50,000.00 and below for catering services requirements of the DENR-CO is hereby delegated to the End-user Unit/s and award subject to the approval of the HOPE or his duly authorized representative.**

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved that the BAC recommends to the HOPE or his duly authorized representative to adopt and approve that the conduct of NP under the case of SVP in the amount Php50,000.00 and below for catering services requirements of DENR-CO is delegated to the End-user Unit/s and award subject to the approval of the HOPE or his duly authorized representative as provided in Section 53.9, Rule XVI and the Consolidated Guidelines for the Alternative Methods of Procurement, Annex H of the 2016 Revised IRR of RA 9184;

RESOLVED FURTHER that a copy of this approved resolution be forwarded to all offices concerned for appropriate subsequent actions;

RESOLVED FINALLY that only copies of this approved resolution with corresponding control number issued by the Property and Supply Management Division-Procurement Management Section is valid;

RESOLVED at the DENR Central Office, Quezon City, this JAN 04 2021

BIDS AND AWARDS COMMITTEE


MARCIAL C. AMARO JR., CESO III
Chairperson


ATTY. NORLITO A. ENERAN, CESO III
Vice Chairperson


EVELYN G. NILLOSAN
Alternate Vice Chairperson


ENGR. GILBERT C. MONDROY
Member


ELIZAR S. CANTUBA
Member


ENGR. GUILLERMO V. ESTIPONA, JR.
Alternate Member


MAYBELL N. MANGUBOS
Alternate Member

Approved:

ROLANDO R. CASTRO
Director, Administrative Service



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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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BAC RESOLUTION NO. MP-2021-004

BAC RESOLUTION RECOMMENDING NEGOTIATED PROCUREMENT UNDER THE CASE OF LEASE OF REAL PROPERTY AND VENUE AS THE MODE OF PROCUREMENT FOR THE LEASE OF VENUE/ACCOMMODATION SERVICES REQUIREMENTS OF DENR-CENTRAL OFFICE IN ACCORDANCE WITH THE GUIDELINES SET FORTH UNDER SECTION 53.10 RULE XVI OF THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 9184

WHEREAS, the 2016 Revised IRR of RA 9184, particularly Section 10, Rule IV thereof, states that all procurements shall be done through Competitive Bidding;

WHEREAS, Section 12.1 (j) Rule V of the 2016 Revised IRR of RA 9184 states that in proper cases, the Bids and Awards Committee (BAC) shall recommend to the Head of the Procuring Entity (HOPE) the use of Alternative Methods of Procurement as provided in Rule XVI thereof;

WHEREAS, Section 53, Rule XVI of the 2016 Revised IRR of RA 9184 states that for purposes of economy and efficiency, the agency concerned may adopt Alternative Methods of Procurement such as Negotiated Procurement;

WHEREAS, Section 53.10, Rule XVI of the 2016 Revised IRR of R.A. 9184 states that Negotiated Procurement (NP) under the case of Lease of Real Property and Venue may be employed for official use, where:

- a) **Real Property** refers to land and buildings (office spaces or units) and constructions of all kinds adhered to the soil.
- b) **Venue** refers to training centers, convention halls, hotels, and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees. This may include meals and accommodation depending on the requirements of the Procuring Entity.
- c) **Lessee** refers to any government agency temporarily occupying a real property on the basis of a contract executed with the private individual, partnership, cooperative, association, or corporation having absolute ownership over such real property.
- d) **Lessor** refers to any government agency or private individual, partnership, cooperative, association, or corporation having absolute ownership over the real property or venue to be leased.

WHEREAS, Item IV.J, Annex H of the 2016 Revised IRR of RA 9184, the conduct of Lease of Real Property and Venue may be delegated to the End-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC through a resolution approved by the HOPE;

WHEREAS, for purposes of economy and efficiency, the BAC hereby recommends the End-user Unit be authorized to process its lease of venue/accommodation services requirement in coordination with the Property and Supply Management Division (PSMD), through its Procurement Management Section (PrMS), through NP under the case of Lease of Real Property and Venue pursuant to Section 53.10, Rule XVI and in accordance with Annex H, the Consolidated Guidelines for Alternative Methods of Procurement, of the 2016 Revised IRR of RA 9184 provided that the requirement does not exceed the amount of Php5,000,000.00;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved that the BAC recommends to the Secretary or his duly authorized representative to adopt and approve the procurement of venue/accommodation requirements of DENR-CO not exceeding the amount of PhP5,000,000.00 through NP under the case of Lease of Real Property and Venue in accordance with the guidelines as provided in Section 53.10, Rule XVI of the 2016 Revised IRR of RA 9184;

RESOLVED FURTHER that a copy of this approved resolution be forwarded to all offices concerned for appropriate subsequent actions;

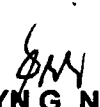
RESOLVED FINALLY that only copies of this approved resolution with corresponding control number issued by the PSMD-PrMS is valid;

RESOLVED at the DENR Central Office, Quezon City, this JAN 04 2021.

BIDS AND AWARDS COMMITTEE


MARCIAL C. AMARO, JR., CESO III
Chairperson


ATTY. NORLITO A. ENERAN, CESO III
Vice Chairperson


EVELYN G. NILLOSAN
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Member


ELIZAR S. CANTUBA
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ENGR. GUILLERMO V. ESTIPONA, JR.
Alternate Member


MAYBELL N. MANGUBOS
Alternate Member

Approved:


ROLANDO R. CASTRO
Director, Administrative Service