



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, 1106 Quezon City  
(632) 329-6626 to 29; 929-6252  
929-6633 to 35; 929-7041 to 43  
E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph); Website: [www.denr.gov.ph](http://www.denr.gov.ph)

**REQUEST FOR QUOTATION (RFQ)**

Supply and Delivery of 2 units, Laptop Computer  
RFQ No. RRP-S-01-2019-GOODS

1. The Government of the Philippines has received a Grant (RETF Grant No. TA0A3248) from the International Bank for Reconstruction and Development (IBRD) (the "World Bank") acting as the implementing entity of the Risk Resiliency Program (RRP) under the Strategic Climate Fund and it intends to apply part of the proceeds of this grant to payments under the Supply and Delivery of 2 units, Laptop Computer 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 the supply and delivery of 2 units laptop computer.
3. A set of technical specifications for the above items are provided in Attachment. 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 Letter Agreement and Guidelines in the Procurement under IBRD loans and IDA credits.
5. It is the intent of the Purchaser to evaluate the bid/quotation on a per item basis, and award will be made to the bid/quotation resulting in the overall lowest cost. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award. Contract Award will be made to the lowest evaluated and responsive quotation meeting purchasers' technical specifications and other requirements.
6. Quotations must be delivered at the address below not later than **5:00 p.m. of 01 AUG 2019**

The Chairperson, BAC-FAPs  
c/o The Head, FASPS Procurement Unit

Department of Environment and Natural Resources  
3<sup>rd</sup> Floor, Secal Bldg., DENR Compound  
Visayas Avenue, Diliman, Q.C.

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 "SUPPLY AND DELIVERY OF 2 UNITS, LAPTOP COMPUTER".
9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids/quotations.
10. The delivery period shall be within fifteen (15) 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:

Department of Environment and Natural Resources  
Central Office, DENR Main Building, PSMD Stock Room,  
Basement, Visayas Ave., Diliman, Quezon City

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