



**Republic of the Philippines**  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 x. (632) 929-62-52  
929-66-20 x. 929-66-33 to 35  
929-70-41 to 43

**REQUEST FOR QUOTATION**

P.R. NO: <b>2020-03-0626</b>	MODE OF PROCUREMENT: <b>Shopping</b>	
P.R. DATE: <b>March 6, 2020</b>	REF. NO.: <b>RFQ-2020-186</b>	
END-USER: <b>PAMD-FASPS</b>	DATE PREPARED: <b>September 14, 2020</b>	<del>SEPT. 16, 2020</del>
PRN:	CLOSING DATE/TIME: <b>September 18, 2020</b>	<del>10:00 AM</del> <del>SEPT. 21, 2020</del>

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:


Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
	Various Office Supplies and Materials	1	lot	<b>₱67,560.00</b>

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.  
3. Interested bidder/s must submit the following documents with **check (✓)** mark:

<b>A. ELIGIBILITY DOCUMENTS</b>	
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)
✓	Valid and Current Mayor's/Business Permit for CY 2020 <b>OR</b> application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's permit
	Valid and current PCAB License (Infra)
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.</i>	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
✓	Completely filled out and duly signed Terms of Reference and Financial Quotation Form (Annex "A")
	Brochure or Technical Data Sheet or equivalent for each of the item being offered, specifying Technical specifications of the product being offered. Internet downloads may be included to supplement the information contained in the original brochures;
	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.

***Failure to submit all documents as required above shall be automatically be disqualified.***

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) and/or fax number (02) 8926-2675, **ATTENTION TO JELYN STA. ANA**. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
 OIC Chief, Procurement Mgt. Section  
 Property & Supply Management Division

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A**

**TECHNICAL PROPOSAL FORM**

<b>Item No.</b>	<b>Description / Technical Specifications</b>	<b>Qty</b>	<b>Brand/Model No. being offered</b>
	Various Office Supplies and Materials		
1	Photo Paper, Glossy, A4, 10pcs/pack	2 pack	
2	ID Lace 1" x 16"	200 pcs	
3	Sign Pen, Blue, Ball point tip, point 0.5	30 pcs	
4	Specialty Board, A4 22gsm, White	30 pack	
5	Duct Tape 48mm x 10m	10 roll	
6	Brother LC-39-Black	4 pcs	
7	Brother LC-39-Magenta	3 pcs	
8	Brother LC-39-Yellow	3 pcs	
9	Brother LC-39-Cyan	3 pcs	
10	Brother LC569XL-Black	3 pcs	
11	HP DeskJet Ink Advantage 4675-Black	2 pcs	
12	HP DeskJet Ink Advantage 4675-Tricolor	2 pcs	
13	EPSON L1300-T664 Black	3 pcs	
14	EPSON L1300-T664 Magenta	2 pcs	
15	EPSON L1300-T664 Yellow	2 pcs	
16	EPSON L1300-T664 Cyan	2 pcs	
17	HP Office jet 7110-933 XL-Black	3 pcs	
18	HP Office jet 7110-933 XL-Yellow	2 pcs	
19	HP Office jet 7110-933 XL-Magenta	2 pcs	
20	HP Office jet 7110-933 XL-Cyan	2 pcs	
21	HP DeskJet Ink Advantage 3635-Black	2 pcs	
22	HP DeskJet Ink Advantage 3635-Tricolor	2 pcs	
23	Paper, Multicolor, 80gsm, size: 216mm x 279mm	5 ream	
24	A3, 70gsm, size: 297mm x 420mm	7 ream	
25	Sticker Paper, A4, satin, 10 sheets/pack	5 pack	
26	ID Laminating Film (Pre-cut), 70mm x 100mm, 100pcs/pack	6 pack	
27	Plastic storage box with handle, clear, 50 Liters	3 pcs	

**Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion period:** Within **fifteen (15) calendars days** from receipt of Notice to Proceed.
- 2) **Delivery Site:** Materials Handling Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Replacement of Defective Items:** Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) **Warranty: One (1) Year** from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
- 6) **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	ABC PRICE (₱)	TOTAL BIDDER'S PRICE QUOTATION (₱)
	Various Office Supplies and Materials			
1	Photo Paper, Glossy, A4, 10pcs/pack	2 pack	<b>67,560.00</b>	
2	ID Lace 1" x 16"	200 pcs		
3	Sign Pen, Blue, Ball point tip, point 0.5	30 pcs		
4	Specialty Board, A4 22gsm, White	30 pack		
5	Duct Tape 48mm x 10m	10 roll		
6	Brother LC-39-Black	4 pcs		
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25	Sticker Paper, A4, satin, 10 sheets/pack	5 pack	
26	ID Laminating Film (Pre-cut), 70mm x 100mm, 100pcs/pack	6 pack	
27	Plastic storage box with handle, clear, 50 Liters	3 pcs	
<b>GRAND TOTAL</b>			

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

<b>NAME OF COMPANY (IN PRINT)</b>	<b>SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE</b>
<b>ADDRESS:</b> _____	<b>Designation:</b> _____
_____	<b>Date:</b> _____
_____	<b>Email Address:</b> _____
_____	<b>Telefax No.:</b> _____
_____	<b>Mobile Number:</b> _____