



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:	2020-09-1163	MODE OF PROCUREMENT:	Shopping
P.R. DATE:	September 14, 2020	REF. NO.:	RFQ-2020-203
END-USER:	OD-FASPS	DATE PREPARED:	September 17, 2020
PRN:		CLOSING DATE/TIME:	September 22, 2020 10:00 AM

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)
	Procurement of Various Office Supplies and Materials	1	lot	Php45,775.00

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:

A. ELIGIBILITY DOCUMENTS	
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)
✓	Valid and Current Mayor's/Business Permit for CY 2020 <u>OR</u> application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's permit
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
	Latest Income/Business Tax Return (for ABCs above P500K)
	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.
	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;
	Certification or any equivalent document to prove that the brand being offered is marketed in the Philippines for at least five (5) years.
	Certificate of distributorship issued by the principal or manufacturer of the brand/model no. being offered.

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 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

Item No.	Description / Technical Specifications	Qty	Brand/Model No. being offered
1	Whiteboard, 24" x 36"	2 pcs	
2	Document File Folder A4, 2 inches	15 pcs	
3	Car Air freshener	20 can	
4	Chaomis Cloth	15 pcs	
5	Photo Paper A4	2 pack	
6	Air Freshener for Ionizer, 400ml	10 bottle	
7	Double Adhesive, 1"	5 roll	
8	Double Adhesive, 2"	5 roll	
9	Tissue Box	20 box	
10	Extension Cord Heavy Duty	3 pcs	
11	Hi-Tec point V7RT (Blue and Black)	30 pcs	
12	Ballpoint 0.7 (Blue and Black)	24 pcs	
13	Ballpen Refill	12 pcs	
14	Clay Pot	20 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 (₱)	
				Unit Cost	Total
	Procurement of Various Office Supplies and Materials				
1	Whiteboard, 24" x 36"	2 pcs	45,775.00		
2	Document File Folder A4, 2 inches	15 pcs			
3	Car Air freshener	20 can			
4	Chaomis Cloth	15 pcs			
5	Photo Paper A4	2 pack			
6	Air Freshener for Ionizer, 400ml	10 bottle			
7	Double Adhesive, 1"	5 roll			
8	Double Adhesive, 2"	5 roll			
9	Tissue Box	20 box			
10	Extension Cord Heavy Duty	3 pcs			
11	Hi-Tec point V7RT (Blue and Black)	30 pcs			
12	Ballpoint 0.7 (Blue and Black)	24 pcs			
13	Ballpen Refill	12 pcs			
14	Clay Pot	20 pcs			
Grand Total					

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.

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