



REQUEST FOR QUOTATION

P.R. NO: 2023-03-0626 MODE OF PROCUREMENT: Shopping 52.1 (b)
P.R. DATE: 21 March 2023 REF. NO.: RFQ-2023-089
END-USER: SCIS-PID DATE PREPARED: March 27, 2023
PRN: _____ CLOSING DATE/TIME: March 31, 2023 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:

DESCRIPTION	QTY	UNIT	TOTAL ABC (P) (VAT INCLUSIVE)
Supply and Delivery of Various Office Supplies	1	LOT	5,045.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
i.	Valid and current Certificate of PhilGEPs Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); <u>OR</u> PhilGEPs Registration Number
ii.	Valid and Current Mayor's/Business Permit for CY 2023, in case bidder submitted its PhilGEPs Registration Number only
<i>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iii.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")

Failure to submit all documents as required above shall be automatically 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, may be grounds 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 ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: MARK JEROME A. ADAYA RFQ-2023-088.**
9. 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-PSMD &
Head, BAC Secretariat

Technical Proposal Form		
No.	Description	Brand/Model of the item being offered
Supply and Delivery of Various Office Supplies		
1	Note Pad, Stick On, 76mm x 100mm (3"x4") min	
2	Record Book, 500 Pages, Size: 214mm x 278mm min	
3	Battery, Dry Cell, Size: AA	
4	External Hard Drive 1TB	
5	Pencil Sharpener, Manual, Single Cutter Head	
6	Sign Pen, Black	
7	Sign Pen, Blue	
8	Sign Pen, Red	

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: within **Fifteen (15) calendar days** from receipt of Notice to Proceed
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. **Price quotation/s**, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. **DENR** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. **Replacement of Defective Items:** Within **ten (10) Calendar Days** upon receipt of Notice of Defects from DENR.
6. **Warranty:** Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. **Amendment to Order** may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. **Payment** shall be made in accordance with the Government Terms
9. **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.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

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

Item No.	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
				Unit Cost	Total	Unit Cost	Total
Supply and Delivery of Various Office Supplies							
1	Note Pad, Stick On, 76mm x 100mm (3"x4") min	3	Pcs	65.00	195.00		
2	Record Book, 500 Pages, Size: 214mm x 278mm min	2	Book	150.00	300.00		
3	Battery, Dry Cell, Size: AA	2	Packs	125.00	250.00		
4	External Hard Drive 1TB	1	Pc	3,500.00	3,500.00		
5	Pencil Sharpener, Manual, Single Cutter Head	1	Pc	350.00	350.00		
6	Sign Pen, Black	5	Pcs	30.00	150.00		
7	Sign Pen, Blue	5	Pcs	30.00	150.00		
8	Sign Pen, Red	5	Pcs	30.00	150.00		
TOTAL					9,210.00		
<i>Note: Financial offer must not exceed the ABC of per line items.</i>							

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 PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____