



Department of Environment and Natural Resources  
**Natural Resources Development Corporation**  
9<sup>th</sup> Flr. DENR Bldg., 1515 Roxas Blvd., Ermita, Manila  
Tel. No. 8521-9421 Fax No. 8521-9466  
Website: <http://nrdc.denr.gov.ph> Email: [admin-nrdc@denr.gov.ph](mailto:admin-nrdc@denr.gov.ph)

### REQUEST FOR QUOTATION

P.R. NO: 2102-012 MODE OF PROCUREMENT: SVP  
P.R. DATE: 16 February 2021 DATE PREPARED: 17 February 2021  
END-USER: NRDC Non-Com POPs Project CLOSING DATE/TIME: 3 March 2021 5:00PM

1. The Natural Resources, through its Bids and Awards Committee, 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 (₱) (VAT Inclusive)
1	A4 size film Laminating Machine	1	pc	PHP 3,000.00

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 2021 <b>OR</b> application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2020 Business/Mayor's permit
<b>Note: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.</b>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical and Financial Quotation Form (Annex "A")
	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.

**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 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 9th Flr. DENR Bldg., 1515 Roxas Blvd., Ermita, Manila and/or thru e-mail address [bacsecretariat.nrdc@gmail.com](mailto:bacsecretariat.nrdc@gmail.com). For further inquiries, you may coordinate with Ms. Apple Mae C. Panisales at +63 905 270 0404.

8. If thru e-mail, kindly indicate in the subject **SUBMISSION OF QUOTATION: A4 SIZE FILM LAMINATING MACHINE – COMPANY NAME.**
9. NRDC 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.

***(Sgd.)* APPLE MAE C. PANISALES**

Project Development Officer III

Head, BAC Secretariat

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

**Annex A**

**TECHNICAL PROPOSAL FORM**

Item No.	Description/Technical Specifications	QTY
1	<p><b>A4 size film Laminating Machine</b></p> <p>Specifications:</p> <ul style="list-style-type: none"><li>- A4 laminating film compatibility</li><li>- Voltage: 220-240V</li><li>- Laminate thickness: 80-100micron, 0.5mm</li></ul>	1 pc

**Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion:** Within **fifteen (15) calendar days** from receipt of Notice to Proceed.
  - Present/submission of prototype on the provided design **seven (7) calendar days** upon receipt of Notice of Award.
- 2) **Delivery Site:** Non-Com POPs Facility, PNO Compound, Barangay Batangas Dos, Mariveles, Bataan
- 3) **Replacement of Defective Items:** Within fifteen (15) calendar days upon receipt of Notice of Defects from NRDC.
- 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 Purchase Order.

**FINANCIAL QUOTATION FORM**

**(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	ABC PRICE (₱)	BIDDER'S PRICE QUOTATION (₱)	
				Unit Price	Total
1	A4 size film Laminating Machine	1	PHP 3,000.00		

**Notes: 1) Financial Quotation must not exceed the ABC; 2) Please indicate "0" or "-" for item/s offered for free to the DENR.**

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**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.

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**NAME OF COMPANY (IN PRINT)**

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**SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE**

**ADDRESS:**

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**Designation:**

**Date:**

**Email Address:**

**Telefax No.:**

**Mobile Number:**

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