



Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
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Website: <http://www.denr.gov.ph> E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**REQUEST FOR QUOTATION**

PR No . : 2019-08-3035  
PR Date : August 20, 2019  
END-USER : GSD  
ABC : 85,000.00

Mode of Procurement : Small Value Procurement  
RFQ No. : AMP-RFQ-2019-302  
Date Prepared : 26 Sep 19  
Closing Date : 1 Oct 19  
Closing Time : 10:00 AM

Sir/Madam :

Please submit your quotation for the procurement project as stated below duly signed by the authorized representative of your company not later than the closing date and time at the Procurement Management Section (PrMS), PSMD.

| ITEM NO.     | ITEM DESCRIPTION   | QTY. | UNIT | DENR ABC         | SUPPLIER'S QUOTED PRICE |             |
|--------------|--|------|------|------------------|-------------------------|-------------|
|              |  |      |      |                  | UNIT PRICE              | TOTAL PRICE |
|              | <b>Periodic maintenance Service for RP Vehicle ISUZU Bus w/ Plate No. SAA-1809</b> |      |      | <b>85,000.00</b> |                         |             |
|              | Oil Filter   |      |      |                  |                         |             |
|              | Fuel Filter  |      |      |                  |                         |             |
|              | Air Filter   |      |      |                  |                         |             |
|              | Cutter Pin   |      |      |                  |                         |             |
|              | Drain Plug Gasket Engine   |      |      |                  |                         |             |
|              | Drain Plug Gasket Differential   |      |      |                  |                         |             |
|              | Filler Plug Gasket Differential  |      |      |                  |                         |             |
|              | Engine Oil IGMO  |      |      |                  |                         |             |
|              | Transmission Oil   |      |      |                  |                         |             |
|              | Differential Oil   |      |      |                  |                         |             |
|              | Power Steering Fluid   |      |      |                  |                         |             |
|              | Brake Fluid  |      |      |                  |                         |             |
|              | Brake Cleaner  |      |      |                  |                         |             |
|              | Engine Coolant   |      |      |                  |                         |             |
|              | Grease   |      |      |                  |                         |             |
|              | Miscellaneous  |      |      |                  |                         |             |
|              | Aircon Idler Bearing   |      |      |                  |                         |             |
|              | Wiper Blades   |      |      |                  |                         |             |
|              | Hazard Switch  |      |      |                  |                         |             |
|              | Alternator Belt  |      |      |                  |                         |             |
|              | Brake Lining Front and Rear  |      |      |                  |                         |             |
|              | Aircon Belt  |      |      |                  |                         |             |
|              | Misc   |      |      |                  |                         |             |
|              | Labor  |      |      |                  |                         |             |
| <b>TOTAL</b> |  |      |      |                  |                         |             |

- Notes :**
- 1) Please fill in Supplier's Quoted Price and submit the form to PrMS.
  - 2) Quotation must be compliant with the requirements of the project, including the technical specifications.
  - 3) Terms and Conditions are specified at the 2nd page of this RFQ.

Quotation received in excess of the ABC shall automatically be rejected.

Delivery must be completed within **fifteen (15) Calendar days** from receipt of Notice to Proceed ( NTP )

In view of this, please also submit the following documents together with the duly signed Quotation:

- 1) PhilGEPS Registration Number/Certificate of Registration
- 2) Valid and current Business/ Mayor's Permit for CY 2019
- 3) Income/Business Tax Return for ABC above PhP500,000.00
- 4) Omnibus Sworn Statement for ABC above PhP50,000.00
- 5) Certificate issued by the Car Manufacturer (ISUZU) that the Company is an Authorized Service/Repair Center

**Failure to submit/comply all requirements stated above shall automatically be disqualified.**

Should your company be interested, you may submit your proposal at PrMS-PSMD, DENR Main Building and/or thru email at [procurementdenrco@gmail.com](mailto:procurementdenrco@gmail.com) and/or fax number 926-26-75. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.

DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 of its IRR without thereby incurring any liability to the affected supplier.

**DIANNE G. IBIAS (sgd)**

OIC Chief, Procurement Management Section-PSMD

**KINDLY PROVIDE DETAILS BELOW AS A SIGN OF CONFORME TO THE REQUIREMENTS AS SPECIFIED ABOVE**

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NAME OF COMPANY

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(Signature over Printed Name of the Authorized Representative)

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation \_\_\_\_\_  
Date \_\_\_\_\_  
Contact Details \_\_\_\_\_  
Email Add \_\_\_\_\_  
Telefax No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

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**TERMS AND CONDITIONS**

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1. Service Providers shall provide correct and accurate information required in this form
2. Service Providers may quote for any or all items, unless otherwise stated.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the closing date.
4. Price quotation/s, to be dominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. 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.
7. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the authorized representative of the Service Provider.
8.  
The item/s and/or services shall be delivered according to the requirements specified herein/attached Terms of Reference.
9. The DENR shall have the right to review/examine submissions relative to the project to confirm conformity to the project requirements.
10. Warranty shall cover the following:
  - a) Minimum period of three (3) months, in the case of Expendable Supplies after acceptance of the deliveries by the DENR authorized signatory.
  - b) Minimum period of one (1) year (unless otherwise stated), in case the of Non-Expendable Supplies after acceptance of the deliveries by the DENR authorized signatory.
11. Payment shall be made in accordance with the Terms of Conditions of the Contract.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it.