



## REQUEST FOR QUOTATION

PR No. : 2019-11-4501  
PR Date : November 26, 2019  
END-USER : Dir Legal  
ABC : 450,000.00

Mode of Procurement : Shopping  
RFQ No. : AMP-RFQ-2019-462  
Date Prepared : 9 Dec 19  
Closing Date : 16 Dec 19  
Closing Time : 10:00AM

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
	Procurement of Various Legal References/ Books	1	lot	450,000.00		
<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
  - 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) Duly filled up DENR Request for Quotation (RFQ) Form
- 2) PhilGEPS Registration Number/Certificate of Registration
- 3) Valid and current Business/ Mayor's Permit for CY 2019
- 4) Duly Conformed List of Legal References / Books
- 5) Duly Filled-up Detailed Price Quotation. (as attached)

**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**

NAME OF COMPANY	(Signature over Printed Name of the Authorized Representative)
	Designation _____
	Date _____
ADDRESS :	Contact Details
_____	Email Add _____
_____	Telefax No. _____
_____	Mobile No. _____

---

## **TERMS AND CONDITIONS**

---

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.