



REQUEST FOR QUOTATION

PR No . : 2019-12-4707
PR Date : December 10, 2019
END-USER : OASFOV
ABC : Php 66,920.00

Mode of Procurement Shopping
RFQ No. AMP-RFQ-2019-496
Date Prepared 18 Dec 19
Closing Date 23 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	Brand /Model No. being offered:	SUPPLIER'S QUOTED PRICE	
						UNIT PRICE	TOTAL PRICE
Procurement of Various Office Supplies							
1	External Hard Drive 1TB 2.5HD USB 3.0	5	pc.	66,920.00			
2	Sign Here , Post it Flags Sign Here	10	set				
3	USB 32 GB	10	pc.				
4	Sign Pen Liquid Gel 0.5mm Energel -B;ue	24	pc.				
5	Sign Pen Liquid Gel 0.5mm Energel -Black	24	pc.				
6	Sign Pen Liquid Gel 0.5mm Energel-Green	12	pc.				
7	Sign Pen Liquid Gel 0.5mm Energel-Red	12	pc.				
8	Correction Tape	24	pc.				
9	Heavy Duty Staple Gun Tucker	1	unit				
10	Gun Tucker Staple Wire	5	box				
11	Binding and Punching Machine, binding cap 50 mm	1	unit				
12	Paper Trimmer/Cutting Machine, Max Paper B4	1	unit				
13	Permanent Marker , broad tip, black	12	pc.				
14	Permanent Marker , broad tip, blue	12	pc.				
15	Permanent Marker , broad tip, red	12	pc.				
TOTAL							

- 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) 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

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 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.