



REQUEST FOR QUOTATION

P.R. NO: 2023-05-1196
P.R. DATE: 25 MAY 2023
END-USER: FMS-BUDGET DIV-PFM REFORM PROGRAM
PRN: _____

MODE OF PROCUREMENT: Shopping 52.1 (b)
REF. NO.: RFQ-2023-171
DATE PREPARED: 30 MAY 2023
CLOSING DATE/TIME: 06 JUNE 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 (VAT INCLUSIVE)
<i>Supply and Delivery of Various Office Supplies</i>	1	LOT	122,202.00

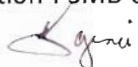
2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
a.	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); OR ; PhilGEPS Registration Number
b.	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	
c.	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: GIANINA P. AGIR - RFQ-2023-171**.
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
Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat



PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Technical Proposal Form

Required Technical Specifications

Item No.	Description / Technical Specifications		Brand/Model of item being offer(N/A if not applicable)
Supply and Delivery of Various Office Supplies			
1.	Paper, Multicopy, 80gsm, A3 size	40 reams	
2.	Pressboard Expandable Folder Legal	100 pcs	
3.	Pressboard Expandable Folder Short	100 pcs	
4.	Morocco Folder (blue) long	50 pcs	
5.	Morocco Folder (red) long	50 pcs	
6.	Morocco Folder (green) long	50 pcs	
7.	Morocco Folder (yellow) long	50 pcs	
8.	Archive File Data Folder with taglia lock 3 x 9 x 15.5 inches (horizontal)	150 pcs	
9.	Retractable Ballpoint Pen Blue 0.7mm	100 pcs	
10.	Retractable Ballpoint Pen Black 0.7mm	100 pcs	
11.	Retractable Ballpoint Pen Red 0.7mm	30 pcs	
12.	Brother Ink Cartridge LC569XL-BK (Black)	2 cart	
13.	Brother Ink Cartridge LC565XL-Y (Yellow)	2 cart	
14.	Brother Ink Cartridge LC565XL-C (Cyan)	2 cart	
15.	Brother Ink Cartridge LC565XL-M (Magenta)	2 cart	
16.	Brother Ink Cartridge LC3619XLBK (Black)	2 cart	
17.	Brother Ink Cartridge LC3619XLC (Cyan)	2 cart	
18.	Brother Ink Cartridge LC3619XLM (Magenta)	2 cart	
19.	Brother Ink Cartridge LC3619XLBY (Yellow)	2 cart	
20.	USB Flash Drive, 4 in 1 Metal OTG 32GB 64GB USB 2.0 Micro Flash Memory Device	7 pcs	
21.	Personalized Self Inking Stamp	5 pcs	
22.	Self Inking Dater Stamp	2 pcs	

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
1.	Paper, Multicopy, 80gsm, A3 size	40	Reams	762.00	30,480.00		
2.	Pressboard Expandable Folder Legal	100	Pcs	30.00	3,000.00		
3.	Pressboard Expandable Folder Short	100	Pcs	27.60	2,760.00		
4.	Morocco Folder (blue) long	50	Pcs	16.80	840.00		
5.	Morocco Folder (red) long	50	Pcs	16.80	840.00		
6.	Morocco Folder (green) long	50	Pcs	16.80	840.00		
7.	Morocco Folder (yellow) long	50	Pcs	16.80	840.00		
8.	Archive File Data Folder with taglia lock 3 x 9 x 15.5 inches (horizontal)	150	Pcs	300.00	45,000.00		
9.	Retractable Ballpoint Pen Blue 0.7mm	100	Pcs	18.00	1,800.00		
10.	Retractable Ballpoint Pen Black 0.7mm	100	Pcs	18.00	1,800.00		
11.	Retractable Ballpoint Pen Red 0.7mm	30	Pcs	18.00	540.00		
12.	Brother Ink Cartridge LC569XL-BK (Black)	2	Cart	1,680.00	3,360.00		
13.	Brother Ink Cartridge LC565XL-Y (Yellow)	2	Cart	936.00	1,872.00		
14.	Brother Ink Cartridge LC565XL-C (Cyan)	2	Cart	936.00	1,872.00		
15.	Brother Ink Cartridge LC565XL-M (Magenta)	2	Cart	936.00	1,872.00		
16.	Brother Ink Cartridge LC3619XLBK (Black)	2	Cart	2,280.00	4,560.00		
17.	Brother Ink Cartridge LC3619XLC (Cyan)	2	Cart	1,680.00	3,360.00		
18.	Brother Ink Cartridge LC3619XLM (Magenta)	2	Cart	1,680.00	3,360.00		
19.	Brother Ink Cartridge LC3619XLBY (Yellow)	2	Cart	1,680.00	3,360.00		
20.	USB Flash Drive, 4 in 1 Metal OTG 32GB 64GB USB 2.0 Micro Flash Memory Device	7	Pcs	903.60	6,325.20		
21.	Personalized Self Inking Stamp	5	Pcs	420.00	2,100.00		
22.	Self Inking Dater Stamp	2	Pcs	710.40	1,420.80		
TOTAL					122,202.60		

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:

