



REQUEST FOR QUOTATION

P.R. NO: 2023-05-1144	MODE OF PROCUREMENT: Shopping 52.1 (b)	
P.R. DATE: 22 MAY 2023	REF. NO.: RFQ-2023-172	
END-USER: FMS-BUDGET DIV-PFM REFORM PROGRAM	DATE PREPARED: 30 MAY 2023	
PRN: _____	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:

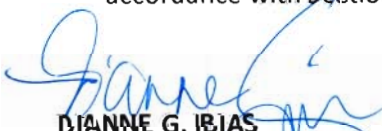
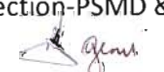
DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Supply and Delivery of Various Office Supplies</i>	1	LOT	123,217.00

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
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
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-2023-172.**
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	Quantity	Brand/Model of item being offer(N/A if not applicable)
Supply and Delivery of Various Office Supplies			
1.	Plastic Ring Binder (black) (½") (120cm. 84 holes)	30 pcs	
2.	Plastic Ring Binder (black) (.75") (120cm. 84 holes)	30 pcs	
3.	Plastic Ring Binder (black) (1") (120cm. 84 holes)	30 pcs	
4.	Plastic Ring Binder (black) (1 ½ ") (120cm. 84 holes)	20 pcs	
5.	Index Tab 5 feet Clear (5 sets per box)	100 box	
6.	Plastic Binding Cover (acetate) (long) pack of 100 sheets	3 pack	
7.	Plastic Binding Cover (acetate) (A4) pack of 100 sheets	3 pack	
8.	Metal Paper fastener	30 box	
9.	Duct Tape (gray)	20 rls	
10.	Paper Multicopy, 80gsm, A3 size	30 reams	
11.	Fine Paper Colored 10 sheets (blue)	40 pack	
12.	Fine Paper Colored 10 sheets (green)	40 pack	
13.	Fine Paper Colored 10 sheets (pink)	40 pack	
14.	Fine Paper Colored 10 sheets (yellow)	40 pack	
15.	Glue Stick 22grm All Purpose	50 pcs	
16.	Tape Flag "Sign Here" / Sticky Note Sn3.07" x3"	50 pcs	
17.	Folder L Type Short Transparent	50 pcs	
18.	Folder L Type Long Transparent	50 pcs	
19.	Clip Foldback 1 IN 8s 25mm	20 box	
20.	Clip Foldback 1.25 IN 6s 32mm	20 box	
21.	Clip Foldback1.62 IN 4s 41mm	20 box	
22.	Double Adhesive Tape 24mm x 9m	20 rls	
23.	Notebook, Columnar, 18 columns	25 pcs	
24.	Correction Tape	100 pcs	
25.	Magazine File Box (horizontal)	85 pcs	
26.	Econ Mechanical Pencil 0.5mm with lead	20 pcs	
27.	Fine Tech Gel Pen Blue 0.5mm (12pcs per box)	10 box	
28.	Fine Tech Gel Pen Black 0.5mm (12pcs per box)	10 box	
29.	High Tech Point Sign Pen 0.7mm (12pcs per box)	3 box	
30.	3 layer Non Woven Disposable Face Mask	100 box	
31.	Laminating Film Micron 25's	5 pack	

Project Requirements/Terms and Conditions:

1. **Deivery/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.	Plastic Ring Binder (black) (½") (120cm. 84 holes)	30	Pcs	48.00	1,440.00		
2.	Plastic Ring Binder (black) (.75") (120cm. 84 holes)	30	Pcs	60.00	1,800.00		
3.	Plastic Ring Binder (black) (1") (120cm. 84 holes)	30	Pcs	72.00	2,160.00		
4.	Plastic Ring Binder (black) (1 ½ ") (120cm. 84 holes)	20	Pcs	90.00	1,800.00		
5.	Index Tab 5 feet Clear (5 sets per box)	100	Box	116.40	11,640.00		
6.	Plastic Binding Cover (acetate) (long) pack of 100 sheets	3	pack	1,142.40	3,427.20		
7.	Plastic Binding Cover (acetate) (A4) pack of 100 sheets	3	Pack	804.00	2,412.00		
8.	Metal Paper fastener	30	Box	132.00	3,960.00		
9.	Duct Tape (gray)	20	Rls	336.00	6,720.00		
10.	Paper Multicopy, 80gsm, A3 size	30	Reams	762.00	22,860.00		
11.	Fine Paper Colored 10 sheets (blue)	40	Pack	24.00	960.00		
12.	Fine Paper Colored 10 sheets (green)	40	Pack	24.00	960.00		
13.	Fine Paper Colored 10 sheets (pink)	40	Pack	24.00	960.00		
14.	Fine Paper Colored 10 sheets (yellow)	40	Pack	24.00	960.00		
15.	Glue Stick 22grm All Purpose	50	Pcs	90.00	4,500.00		
16.	Tape Flag "Sign Here" / Sticky Note Sn3.07" x3"	50	Pcs	214.80	10,740.00		
17.	Folder L Type Short Transparent	50	Pcs	14.40	720.00		
18.	Folder L Type Long Transparent	50	Pcs	18.00	900.00		
19.	Clip Foldback 1 IN 8s 25mm	20	Box	48.00	960.00		
20.	Clip Foldback 1.25 IN 6s 32mm	20	Box	46.80	936.00		
21.	Clip Foldback1.62 IN 4s 41mm	20	Box	50.40	1,008.00		
22.	Double Adhesive Tape 24mm x 9m	20	Rls	168.00	3,360.00		
23.	Notebook, Columnar, 18 columns	25	Pcs	78.00	1,950.00		
24.	Correction Tape	100	Pcs	45.60	4,560.00		

25. Magazine File Box (horizontal)	85	Pcs	115.20	9,792.00		
26. Econ Mechanical Pencil 0.5mm with lead	20	Pcs	85.20	1,704.00		
27. Fine Tech Gel Pen Blue 0.5mm (12pcs per box)	10	Box	403.20	4,032.00		
28. Fine Tech Gel Pen Black 0.5mm (12pcs per box)	10	Box	403.20	4,032.00		
29. High Tech Point Sign Pen 0.7mm (12pcs per box)	3	Box	870.00	2,610.00		
30. 3 layer Non Woven Disposable Face Mask	100	Box	82.80	8,280.00		
31. Laminating Film Micron 25's	5	pack	214.80	1,074.00		
TOTAL				123,217.20		

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:

