



REQUEST FOR QUOTATION

P.R. NO: 2023-05-1221 MODE OF PROCUREMENT: Shopping 52.1 (b)
P.R. DATE: 29 MAY 2023 REF. NO.: RFQ-2023-177
END-USER: FMS-BUDGET DIVISION-PFM DATE PREPARED: June 1, 2023
Reform Program
PRN: _____ CLOSING DATE/TIME: June 6, 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) |
|--|-----|------|------------------------------|
| Supply and Delivery of Various Office Supplies | 1 | lot | 168,498.00 |

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: JELYN STA. ANA - RFQ-2023-177.
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

OIC Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat

Technical Proposal Form

| Item No. | Description / Technical Specifications | Qty | Brand/Model No. of the item being offered: |
|----------|--|-----------|--|
| | <i>Supply and Delivery of Various Office Supplies</i> | 1 lot | |
| 1. | Marker, Fluorescent, 4 assorted colors per set | 20 sets | |
| 2. | Marker, Whiteboard, Black, Felt Tip, Bullet Tip | 15 pieces | |
| 3. | Marker, Whiteboard, Red, Felt Tip, Bullet Tip | 7 pack | |
| 4. | Marker, Whiteboard, Blue, Felt Tip, Bullet Tip | 15 pack | |
| 5. | Marker, Permanent, bullet type, black | 6 pieces | |
| 6. | Marker, Permanent, bullet type, blue | 6 pieces | |
| 7. | Marker, Permanent, bullet type, red | 4 pieces | |
| 8. | Paper, Multicopy, 80gsm, size: 210mm x 297mm | 30 reams | |
| 9. | Paper, Multicopy, 80gsm, size: 216mm x 330mm | 35 reams | |
| 10. | Paper, Multi-Purpose A4, 70gsm | 100 reams | |
| 11. | Paper, Multi-Purpose Legal, 70gsm | 60 reams | |
| 12. | Record Book, 300 pages, size: 214mm x 278mm min | 15 pieces | |
| 13. | Record Book, 500 pages, size: 214mm x 278mm min | 15 pieces | |
| 14. | Pencil, lead, w/eraser, wood cased, hardness: (12 pencils per box) | 3 boxes | |
| 15. | Paper Clip, vinyl/plastic coat, length: 32mm min | 13 boxes | |
| 16. | Paper Clip, vinyl/plastic coat, length: 48mm min | 18 boxes | |
| 17. | Tape, Packaging, width: 48mm (±1mm) | 20 rolls | |
| 18. | Ring Binder, 80 rings, plastic, 32mm x 1.12m, | 1 bundle | |
| 19. | Pencil Sharpener, manual, single cutter head | 2 pieces | |
| 20. | Scissors, symmetrical, blade length: 65mm min | 2 pairs | |
| 21. | Tape, Transparent, width: 24mm (±1mm) | 35 rolls | |
| 22. | Tape, Transparent, width: 48mm (±1mm) | 10 rolls | |
| 23. | Tape, Masking, width: 24mm (±1mm) | 8 rolls | |
| 24. | Tape, Masking, width: 48mm (±1mm) | 5 rolls | |
| 25. | Twine, plastic, one (1) kilo per roll | 1 roll | |
| 26. | Ruler, plastic, 450mm (18"), width: 38mm min | 4 pieces | |
| 27. | Notebook, Stenographer, spiral, 40 leaves | 50 pieces | |
| 28. | Notepad 3" x 4" | 60 pads | |
| 29. | Notepad, stick on, 76mm x 76mm (3" x 3") min | 45 pads | |
| 30. | Notepad, stick on, 50mm x 76mm (2"x 3") min | 55 pads | |
| 31. | Magazine File Box, Large size, made of chipboard | 15 pieces | |
| 32. | Staple Wire, Standard (26/6) | 20 boxes | |

| | | | |
|------------|---|------------|--|
| 33. | Staple Wire, for heavy duty staplers, (23/13) | 20 boxes | |
| 34. | Disinfectant Spray, aerosol type, 400-550 grams | 4 cans | |
| 35. | Alcohol Ethyl 70% Solution 500ml | 94 bottles | |
| 36. | Toilet Tissue Paper, 2-ply, 100% recycled | 120 packs | |
| 37. | Battery dry cell AA, 2 pieces per blister pack | 20 packs | |
| 38. | Battery dry cell AAA, 2 pieces per blister pack | 20 packs | |
| 39. | Stamp Pad Ink, purple or violet, 50ml (min.) | 2 bottles | |

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: within **Ten (10) working 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 |
| | Supply and Delivery of Various Office Supplies | 1 | lot | | | | |
| 1. | Marker, Fluorescent, 4 assorted colors per set | 20 | sets | 207.60 | 4,152.00 | | |
| 2. | Marker, Whiteboard, Black, Felt Tip, Bullet Tip | 15 | pieces | 34.80 | 522.00 | | |
| 3. | Marker, Whiteboard, Red, Felt Tip, Bullet Tip | 7 | pack | 34.80 | 243.60 | | |
| 4. | Marker, Whiteboard, Blue, Felt Tip, Bullet Tip | 15 | pack | 34.80 | 522.00 | | |
| 5. | Marker, Permanent, bullet type, black | 6 | pieces | 46.80 | 280.80 | | |
| 6. | Marker, Permanent, bullet type, blue | 6 | pieces | 46.80 | 280.80 | | |
| 7. | Marker, Permanent, bullet type, red | 4 | pieces | 46.80 | 187.20 | | |
| 8. | Paper, Multicopy, 80gsm, size: 210mm x 297mm | 30 | reams | 408.00 | 12,240.00 | | |
| 9. | Paper, Multicopy, 80gsm, size: 216mm x 330mm | 35 | reams | 528.00 | 18,480.00 | | |
| 10. | Paper, Multi-Purpose A4, 70gsm | 100 | reams | 392.40 | 39,240.00 | | |
| 11. | Paper, Multi-Purpose Legal, 70gsm | 60 | reams | 448.80 | 26,928.00 | | |
| 12. | Record Book, 300 pages, size: 214mm x 278mm min | 15 | pieces | 94.80 | 1,422.00 | | |
| 13. | Record Book, 500 pages, size: 214mm x 278mm min | 15 | pieces | 112.80 | 1,692.00 | | |
| 14. | Pencil, lead, w/eraser, wood cased, hardness: (12 pencils per box) | 3 | boxes | 142.80 | 428.40 | | |
| 15. | Paper Clip, vinyl/plastic coat, length: 32mm min | 13 | boxes | 22.80 | 296.40 | | |
| 16. | Paper Clip, vinyl/plastic coat, length: 48mm min | 18 | boxes | 39.60 | 712.80 | | |
| 17. | Tape, Packaging, width: 48mm (±1mm) | 20 | rolls | 91.80 | 1,836.00 | | |
| 18. | Ring Binder, 80 rings, plastic, 32mm x 1.12m, | 1 | bundle | 312.00 | 312.00 | | |
| 19. | Pencil Sharpener, manual, single cutter head | 2 | pieces | 334.80 | 669.60 | | |
| 20. | Scissors, symmetrical, blade length: 65mm min | 2 | pairs | 42.00 | 84.00 | | |

| | | | | | | |
|--|-----|---------|--------|-------------------|--|--|
| 21. Tape, Transparent, width: 24mm (±1mm) | 35 | rolls | 38.40 | 1,344.00 | | |
| 22. Tape, Transparent, width: 48mm (±1mm) | 10 | rolls | 94.80 | 948.00 | | |
| 23. Tape, Masking, width: 24mm (±1mm) | 8 | rolls | 52.80 | 422.40 | | |
| 24. Tape, Masking, width: 48mm (±1mm) | 5 | rolls | 98.40 | 492.00 | | |
| 25. Twine, plastic, one (1) kilo per roll | 1 | roll | 90.00 | 90.00 | | |
| 26. Ruler, plastic, 450mm (18"), width: 38mm min | 4 | pieces | 36.00 | 144.00 | | |
| 27. Notebook, Stenographer, spiral, 40 leaves | 50 | pieces | 24.00 | 1,200.00 | | |
| 28. Notepad 3" x 4" | 60 | pads | 78.00 | 4,680.00 | | |
| 29. Notepad, stick on, 76mm x 76mm (3" x 3") min | 45 | pads | 66.00 | 2,970.00 | | |
| 30. Notepad, stick on, 50mm x 76mm (2" x 3") min | 55 | pads | 54.00 | 2,970.00 | | |
| 31. Magazine File Box, Large size, made of chipboard | 15 | pieces | 115.20 | 1,728.00 | | |
| 32. Staple Wire, Standard (26/6) | 20 | boxes | 45.60 | 912.00 | | |
| 33. Staple Wire, for heavy duty staplers, (23/13) | 20 | boxes | 54.00 | 1,080.00 | | |
| 34. Disinfectant Spray, aerosol type, 400-550 grams | 4 | cans | 396.00 | 1,584.00 | | |
| 35. Alcohol Ethyl 70% Solution 500ml | 94 | bottles | 108.00 | 10,152.00 | | |
| 36. Toilet Tissue Paper, 2-ply, 100% recycled | 120 | packs | 201.60 | 24,192.00 | | |
| 37. Battery dry cell AA, 2 pieces per blister pack | 20 | packs | 72.00 | 1,440.00 | | |
| 38. Battery dry cell AAA, 2 pieces per blister pack | 20 | packs | 66.00 | 1,320.00 | | |
| 39. Stamp Pad Ink, purple or violet, 50ml (min.) | 2 | bottles | 150.00 | 300.00 | | |
| Grand Total: | | | | 168,498.00 | | |

Note: Financial offer must not exceed the ABC of per line items.

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: _____