

Republic of the Philippines Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100 Tel. Nos. (632) 929-66-26 λ (632) 929-62-52 929-66-20 λ 929-66-33 to 35 929-70-41 to 43

REQUEST FOR QUOTATION

P.R. NO: 2020-01-0046 MODE OF PROCUREMENT: Small Value Procurement

P.R. DATE: January 9, 2020 REF. NO.: RFQ-2020-007
END-USER: SCIS DATE PREPARED: January 23, 2020

CLOSING DATE/TIME: January 28, 2020 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:

Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
1	One (1) Year Subscription to Various Tarpaulin and Sticker on Sintra board Printing	1	lot	70,000.00

- 2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
- 3. Interested bidder/s must submit the following documents with check (✓) mark:

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A. E	ELIGIBILITY DOCUMENTS			
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)			
	Valid and Current Mayor's/Business Permit for CY 2020 OR application for Business/Mayor's			
✓	Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and			
	2019 Business/Mayor's permit			
	Valid and current PCAB License (Infra)			
	Latest Income/Business Tax Return (for ABCs above P500K)			
✓	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.			
Note: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its				
re-submission.				
B. TECHNICAL AND FINANCIAL DOCUMENTS				
./	Completely filled out and duly signed Terms of Reference and Financial Quotation Form (Annex			
•	"A")			

Failure to submit all documents as required above shall be automatically be 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, maybe a ground 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 procurement@gmail.com and/or fax number (02) 8926-2675, ATTENTION TO MARK JEROME ADAYA. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
- 8. 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.

(sgd)DIANNE G. IBIAS

OIC Chief, Procurement Mgt. Section Property & Supply Management Division

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A

TERMS OF REFERENCE

- 1. On guaranteed minimum basis, DENR requires printing of 8ft x 10ft Tarpaulin per month and various size Of Sintra board.
- 2. At times, unschedule printing of various sizes are needed.
- 3. Final Layout to be provided by the End-user.
- 4. Printed 8ft x 10ft must be billed upon delivery.
- 5. All other tarpaulin, Sintra board must be separately billed.

Project Requirements/Terms and Conditions:

- 1) Delivery/completion period is from January to December CY 2020 from receipt of Notice to Proceed.
- 2) Delivery Site: Materials Handling Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) Replacement of Defective Items: Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) Warranty: One (1) Year from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
- 6) **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.

	FINANCIAL QUOTATION FORM (PRICE MUST BE VAT INCLUSIVE)					
Item No.	DESCRIPTION	QТΥ	ABC PRICE (윤)	TOTAL BIDDER'S PRICE QUOTATION (#)		
1	One (1) Year Subscription to Various Tarpaulin and Sticker on Sintra board Printing	1 lot	70,000.00			

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 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:	
		Tekefax No.:	
		Mobile Number:	