



REQUEST FOR QUOTATION

P.R. NO: 2020-02-0353 **MODE OF PROCUREMENT:** Shopping
P.R. DATE: February 6, 2020 **REF. NO.:** RFQ-2020-020
END-USER: Accounting Division **DATE PREPARED:** February 14, 2020
PRN: **CLOSING DATE/TIME:** February 24, 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 (₱) (VAT Inclusive)
	Procurement of Various Office Supplies:			
1.	Calculator, 14 digit capacity, dual power desktop, size : large	1	Pc	49,800.00
2.	Note pad, 2 x 2	10	Cube	
3.	Duct Tape 2"	3	Roll	
4.	Paper, multi-copy A3 size (297mm x 420mm) 80 gsm	3	Ream	
5.	Paper, multi-copy letter / short size (8.5" x 11") 80 gsm	30	ream	
6.	Storage File Box, Hardbound , for legal size documents	10	Box	
7.	Glue Stick, 36 grams	5	Pc	
8.	Ballpoint Pen, Black Gel Pen 0.50mm	120	pc	
9.	Ballpoint Pen, Blue Gel Pen 0.50 mm	120	Pc	
10.	Columnar Notebook, 24 Columns	50	Pc	
11.	UPS 650VA	2	unit	

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**:

A. 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)
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")
	Latest Income/Business Tax Return (for ABCs above P500K)
	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.
	Brochure or Technical Data Sheet or equivalent for each of the item being offered, specifying Technical specifications of the product being offered. Internet downloads may be included to supplement the information contained in the original brochures;
	Certification or any equivalent document to prove that the brand being offered is marketed in the Philippines for at least five (5) years.
	Certificate of distributorship issued by the principal or manufacturer of the brand/model no. being offered.

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 procurementdenrco@gmail.com and/or fax number (02) 8926-2675, **ATTENTION TO GIANINA P. AGIR**. 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

TECHNICAL PROPOSAL FORM

Item No.	Description / Technical Specifications	Qty	Brand/Model No. being offered
	Procurement of Various Office Supplies		
1	Calculator, 14 digit capacity, dual power desktop, size : large	1 Pc	
2	Note pad, 2 x 2	10 Cube	
3	Duct Tape 2"	3 Roll	
4	Paper, multi-copy A3 size (297mm x 420mm) 80 gsm	3 Ream	
5	Paper, multi-copy letter / short size (8.5" x 11") 80 gsm	30 Ream	
6	Storage File Box, Hardbound , for legal size documents	10 Box	
7	Glue Stick, 36 grams	5 Pcs	
8	Ballpoint Pen, Black Gel Pen 0.50mm	120 Pcs	
9	Ballpoint Pen, Blue Gel Pen 0.50 mm	120 Pcs	
10	Columnar Notebook, 24 Columns	50 Pcs	
11	UPS 650VA	2 Units	

Project Requirements/Terms and Conditions:

- 1) **Delivery/completion period:** Within **fifteen (15) calendars days** 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	QTY	ABC PRICE (₱)	Unit Price	Total
	Procurement of Various Office Supplies				
1	Calculator, 14 digit capacity, dual power desktop, size	1 Pc	49,800.00		
2	Note pad, 2 x 2	10 Cube			
3	Duct Tape 2"	3 Roll			
4	Paper, multi-copy A3 size (297mm x 420mm) 80 gsm	3 Ream			
5	Paper, multi-copy letter / short size (8.5" x 11")	30 Ream			
6	Storage File Box, Hardbound , for legal size	10 Box			
7	Glue Stick, 36 grams	5 Pcs			
8	Ballpoint Pen, Black Gel Pen 0.50mm	120 Pcs			
9	Ballpoint Pen, Blue Gel Pen 0.50 mm	120 Pcs			
10	Columnar Notebook, 24 Columns	50 Pcs			
11	UPS 650VA	2 Unit			
GRAND TOTAL					

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.

ADDRESS: _____

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE
 Designation: _____
 Date: _____
 Email Address: _____
 Telefax No.: _____
 Mobile Number: _____