

Republic of the Philippines Department of Environment and Natural Resources

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

REQUEST FOR QUOTATION

P.R. NO: 2020-02-0312 MODE OF PROCUREMENT: Shopping
P.R. DATE: February 3, 2020 REF. NO.: RFQ-2020-026
END-USER: Legal Affairs Service DATE PREPARED: February 17, 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)
1	Purchase of Legal References / Books **see attach list**	1	lot	450,000.00

- 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:

A. E	LIGIBILITY 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-				
subm	ission.				
B. 1	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 <u>procurementdenrco@gmail.com</u> and/or fax number (02) 8926-2675, <u>ATTENTION TO JELYN F. STA. ANA</u>. 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					
	TECHNICAL PROPOSAL FORM					
Item No.	Description	Qty				
1	Purchase of Legal References / Books	1 lot				

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 (₽)	TOTAL BIDDER'S PRICE QUOTATION (₽)	
Purchase of	Legal References / Books				
1	The Law on the Administrative Accountability of Public Officers - Dennis Funa	1 pc			
2	Uniform Rules on Administrative Cases in the CS (URACCS) - Dennis Funa	1 pc			
3	The Law on Public Officers - Cruz	1 pc			
4	Environmental Laws, Healths and Impacts - Montemayor	1 pc			
5	Administrative Law: Text and Cases (Revised Edition) - By. Atty. Hector S. De Leon	1 pc			
6	Administrative Investigation - John Reyl L. Mosquito	1 pc			
7	Laws and Jurisprudence on Graft and Corruption - Attty. Noel Villaroman	1 pc			
8	The Laws on Public Officers and Officers - Atty. Jose Agaton Sibal	1 pc			
9	Effective Brief Writing 2014 - Judge Recaredo Barte	1 pc			
10	A Treatise on Government Contracts Under Philippine Law - Bartolome C. Fernandez	2 pcs			

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11	Legal Research and Legal Citations of the Philippines - Milagros Santos- Ong	2 pcs		
12	Statutory Construction - Agpalo	2 pcs		
13	Construction and Interpretation of the Laws - Atty. Cyrus Victor T. Sualog	2 pcs		
14	Legal Writing: A Competency- Based Approach - Gil Marvel P. Tabucanon and David A. Mockon	2 pcs		
15	Fundamentals of Legal Writing - Justice Roberto A. Abad and Atty. Blessilda Abad-Gamo	2 pcs		
16	Basic Legal Writing - By. Mauricio C. Ulep	2 pcs		
17	Legal Writing Guide: Fundamental Concepts 2018 edition - Angustia	2 pcs		
18	Fundamentals of Legal Writing - Abad	2 pcs		
19	Philippine Legal Forms - Duque	2 pcs		
20	Legal Forms in English and Filipino - Sia	2 pcs		
21	Legal Research in Practice	2 pcs		
22	Handbook on Pleadings: Basic Rules and Forms - Rufino Javier	2 pcs		
23	Legal Research - Atty. David Robert Aquino	2 pcs		
24	The Elements of Style - William Strunk White	2 pcs		
25	Diokno on Trial - Jose Diokno	2 pcs		
26	Handbook on the Rules on Trial - Ferdinand tan	2 pcs		
27	Understanding Trial Techniques - Mendoza	2 pcs		
28	Rules on Guidelines to be observed by Trial Court Judges - Reyes	2 pcs		
29	Attorney's Fees and Law Practice - Ricardo Teruel	2 pcs		
30	Trial Practice in Philippine Courts - Manuel R. Pamaran	2 pcs		
31	Pre-Trial, Trial, Examination of Witnesses - Antonio Bautista	2 pcs		
32	Government Auditing Code - Guanzon	2 pcs		
33	Government Procurement Act - Villanueva	2 pcs		
34	The Philippine Government Procurement Reform Act (R.A No. 9184) and the Revised 2016 IRR	2 pcs		
35	The Laws on Government Procurement Contracts - Atty. F.B. Nacor	2 pcs		

			GRAND TOTAL		
37	Mining a Way of Life - Atty. Deo G. Contrera, Jr.	2 pcs			
36	Commentaries on Philippine Mining Laws - Atty. Deo G. Contrera, Jr.	2 pcs			

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