

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A

TECHNICAL PROPOSAL FORM

Item No.	Description/Technical Specifications	QTY	Brand/Model No. being offered
	Procurement of Various Office Supplies		
1	Bookends (Metal Bookends)	10 pcs	
2	2 Tier Document Tray (Metal)	5 pcs	
3	Duct Tape 2"	5 pcs	
4	Construction Paper (Assorted Colors) Long	30 pcs	
5	Construction Paper (Assorted Colors) A4	30 pcs	
6	Magic Cloth (Microfiber Cleaning Cloth)	10 pcs	
7	CD Binders (100 CD Capacity) Acrylic Cover	5 pcs	
8	Folder Acetate Front Cover A4	40 pcs	
9	Folder Acetate Front Cover Legal	40 pcs	
10	Sticker Papers (matte), A4	20 pack	
11	Paper Board, White	60 pack	
12	Photo Paper, A4	2 pcs	
13	Morocco, A4	40 pcs	
14	Morocco, Legal	40 pcs	

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 (₱)
	Procurement of Various Office Supplies		21,250.00	
1	Bookends (Metal Bookends)	10 pcs		
2	2 Tier Document Tray (Metal)	5 pcs		
3	Duct Tape 2"	5 pcs		
4	Construction Paper (Assorted Colors) Long	30 pcs		
5	Construction Paper (Assorted Colors) A4	30 pcs		
6	Magic Cloth (Microfiber Cleaning Cloth)	10 pcs		
7	CD Binders (100 CD Capacity) Acrylic Cover	5 pcs		
8	Folder Acetate Front Cover A4	40 pcs		
9	Folder Acetate Front Cover Legal	40 pcs		
10	Sticker Papers (matte), A4	20 pack		
11	Paper Board, White	60 pack		
12	Photo Paper, A4	2 pcs		
13	Morocco, A4	40 pcs		
14	Morocco, Legal	40 pcs		
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.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____