

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:	2020-02-0548	MODE OF PROCUREMENT:	Shopping	
P.R. DATE:	February 28, 2020	REF. NO.:	RFQ-2020-046	
END-USER:	PMED – KM Unit-FASPS	DATE PREPARED:	March 13, 2020	
PRN:		CLOSING DATE/TIME:	March 18, 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)
	Procurement of Various Office Supplies 1. Bookends (Metal Bookends) 2. 2 Tier Document Tray (Metal) 3. Duct Tape 2" 4. Construction Paper (Assorted Colors) Long 5. Construction Paper (Assorted Colors) A4 6. Magic Cloth (Microfiber Cleaning Cloth) 7. CD Binders (100 CD Capacity) Acrylic Cover 8. Folder Acetate Front Cover A4 9. Folder Acetate Front Cover Legal 10. Sticker Papers (matte), A4 11. Paper Board, White 12. Photo Paper, A4 13. Morocco, A4 14. Morocco, Legal	10 5 5 30 30 10 5 40 40 20 60 2 40 40 40	pcs pcs pcs pcs pcs pcs pcs pcs pcs pcs	(VAT Inclusive) ₱21,250.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3.	Interested bidder/s must submit the following documents with check (1) mark :				
Α.	ELIGIBILITY DOCUMENTS				
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)				
Valid and Current Mayor's/Business Permit for CY 2020 <u>OR</u> application for Business/Mayor's Permit					
Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's permit					
	Valid and current PCAB License (Infra)				
No	te: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.				
в.	TECHNICAL AND FINANCIAL DOCUMENTS				
\checkmark	Completely filled out and duly signed Terms of Reference and Financial Quotation Form (Annex "A")				
	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				

the product being offered. Internet downloads may be included to supplement the information contained in the origina brochures;

Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.

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.
- 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>bac.co@denr.gov.ph</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 FOR	M
ltem 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)

ltem No.	DESCRIPTION	QTY	ABC PRICE (2)	TOTAL BIDDER'S PRICE QUOTATION (2)
	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	21,250.00	
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		
	1	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:		