

# Republic of the Philippines Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100 Tel. Nos. (632) 929-66-26 ½ (632) 929-62-52 929-66-20 ½ 929-66-33 to 35 929-70-41 to 43

## **REQUEST FOR QUOTATION**

P.R. NO:

2020-08-1074

MODE OF PROCUREMENT:

-Shopping

P.R. DATE:

August 14, 2020

REF. NO.:

RFQ-2020-174

END-USER:

**Planning & Policy Service** 

DATE PREPARED:

September 8, 2020

PRN:

**CLOSING DATE/TIME:** 

Sept, 14, 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)
	Supply and Delivery of Filing Steel Cabinet	10	units	149,990.00

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

roof of PhilGEPS Registration (Registration Number/Certificate)  alid and Current Mayor's/Business Permit for CY 2020 <u>OR</u> application for Business/Mayor's Permit with attached Official Receipt  OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's permit  Ider/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.  NICAL AND FINANCIAL DOCUMENTS
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NICAL AND FINANCIAL DOCUMENTS
ompletely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
itest Income/Business Tax Return (for ABCs above P500K)
uly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form
uly conformed Terms of Reference (TOR)
dder must be operating in the Philippines for the past five (5) years;
dder must be an authorized partner in the Philippines and should submit an updated authorization letter addressed DENR;
dder must have the capacity and ability to provide maintenance services and technical support.
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## 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 <a href="mailto:bac.co@denr.gov.ph">bac.co@denr.gov.ph</a> and/or fax number (02) 8926-2675, <a href="mailto:ATTENTION TO GIANINA P. AGIR">AGIR</a>. 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.

DIANNE G. IBIAS

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

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# PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER Annex A TECHNICAL PROPOSAL FORM Item No. Description / Technical Specifications Qty Brand/Model of item being offer(N/A if not applicable) 1. Filing Steel Cabinet, Lateral, 4 layer drawer 10 units

## **Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion** period: Within **fifteen (15) calendars days** from receipt of Notice to Proceed and One (1) year Subscription and support services from receipt of Certificate of Inspection and Acceptance issued by DENR
- 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 (PRICE MUST	QUOTATION BE VAT INC			
Item No.	DESCRIPTION	QTY	ABC PRICE ( <del>2</del> )	TOTAL BIDDER'S PRICE QUOTATION (₽)	
				Unit Cost	Total
1.	Filing Steel Cabinet, Lateral, 4 layer drawer	10 units	149,990.00		
	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:			