



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: 2024-02-0438 **MODE OF PROCUREMENT:** NP-SVP
P.R. DATE: 23 February 2024 **REF. NO.:** RFQ-2024-047
END-USER: GSD-BMS **DATE PREPARED:** 06 March 2024
PRN: **CLOSING DATE/TIME:** 11 March 2024 8:00 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)
1	Supply, Delivery and Installation of Roll-Up (Blackout) Blinds and Combi-Blinds	1	Lot	176,696.82

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	
✓	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); Or PhilGEPS Registration Number
✓	Valid and Current Mayor's/Business Permit for CY 2024, in case bidder submitted its PhilGEPS Registration Number only
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents are no longer required to re-submit.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled Technical and Financial Quotation Form (Annex "A")
✓	Brochures (original or internet download/Technical Data Sheet or equivalent) of the brand being offered showing compliance to the technical specifications.
✓	Certificate of Site Inspection issued by the End-user, site inspection must be conducted prior the closing date
✓	Detailed Financial Breakdown indicating prices per item
✓	Submit swatches

Failure to submit all documents as required above shall be automatically 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 ampbac.co@denr.gov.ph & ajbvillarama@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: ANN JOANNA B. VILLARAMA-RFQ-2024-047.**
9. 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
Chief, Procurement Mgt. Section
Property & Supply Management Division

TECHNICAL PROPOSAL FORM

SOW of Supply, Delivery and Installation of Roll up (Blackout) and Combi Blinds
(DENR Compound, Visayas Avenue, Diliman, Quezon City)

SCOPE OF WORK

Supply, Delivery and Installation of Roll up (Blackout) Blinds and Combi Blinds

Title of the Project : **Supply, Delivery and Installation of Roll up (Blackout) Blinds And Combi Blinds**

Project Location : **DENR Main Building
DENR Compound, Visayas Avenue, Diliman,
Quezon City 1100**

Approved Budget for the : **Php 176,696.82**

Project Period : **15 Calendar days**

1. SCOPE OF WORKS

- 1.1. The Supplier, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, and Appurtenances;
- 1.2. The Supplier shall manage and supervise the Supply, Delivery and Installation of Blinds to its satisfactory completion in accordance with the Specifications approved by the Head of the Procuring Entity (HoPE) or any duly authorized representative;
- 1.3. The Supplier shall conduct inspection to determine the specific needs of the work; and
- 1.4. The Supplier shall perform the following tasks:
 - 1.4.1. Secure the necessary permits if need;
 - 1.4.2. Mobilize and transport, materials, and employees to the working place upon receipt of Purchase Order (PO);
 - 1.4.3. Demobilize or remove the same upon receipt of clearance from GSD after the completion of the project;
 - 1.4.4. Deliver all supplies and materials at a location designated by the Director of Administrative Service or any duly authorized representative;
 - 1.4.5. Coordinate with the Materials Handling Section for verification of all deliveries;
 - 1.4.6. Ensure that all supplies and materials are properly turned over and delivered on the designated location in good quality and condition;
 - 1.4.7. Provide a record of delivery indicating its time;

TECHNICAL PROPOSAL FORM

SOW of Supply, Delivery and Installation of Roll up (Blackout) and Combi Blinds
(DENR Compound, Visayas Avenue, Diliman, Quezon City)

- 1.4.8. Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection;
- 1.4.9. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- 1.4.10. Turn over all salvaged materials to the GSD-Building Management Section (BMS) for proper inventory and accounting;
- 1.4.11. Perform other works not stated above but necessary to the completion of the Project with the approval of the Director of Administrative Service or any duly authorized representative.

Prepared and Submitted by:


ENGR. RANDY TIIM
Chief, BMS-GSD

Noted by:


ENGR. GUILLERMO V. ESTIPONA JR.
OIC Chief, GSD

Unit	Item Description	Qty
LOT	SUPPLY, DELIVERY AND INSTALLATION OF ROLL UP (BLACKOUT) BLINDS AND COMBI-BLINDS	1
	OSEC Conference Room (COMBI-BLINDS)	
pc	37.50 W x 98.00 H	1
pc	39.25 W x 98.00 H	3
pc	38.75 W x 98.00 H	2
pc	39.00 W x 98.00 H	6
pc	36.50 W x 98.00 H	1
pc	37.25 W x 98.00 H	1
pc	36.50 W x 98.00 H	1
	OCSUSC (COMBI-BLINDS)	
pc	42.50 W x 94.00 H	1
pc	45.50 W x 94.00 H	2
pc	45.25 W x 94.00 H	1
pc	42.75 W x 94.00 H	1
pc	43.25 W x 94.00 H	1
	Telecom Office (COMBI-BLINDS)	
pc	59.25 W x 85.00 H	2
pc	29.00 W x 85.00 H	1
pc	33.25 W x 85.00 H	1
	OASECPPFASP (BLACKOUT BLINDS)	
pc	87.50 W x 96.00 H	1
pc	88.50 W x 96.00 H	1
pc	90.25 W x 96.00 H	1

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 3 of 3)

Project Requirements/Terms and Conditions:

- 1) **Delivery/completion period:** within **fifteen (15) calendar days** from date of conformance to PO/Contract.
- 2) **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Price quotation/s,** to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
- 4) **DENR** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 5) **Replacement of Defective Items:** Within **ten (10) Calendar Days** upon receipt of Notice of Defects from DENR.
- 6) **Warranty:** Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. **Warranty Certificate must be submitted during delivery.**
- 7) **Amendment to Order** may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
- 8) **Payment** shall be made in accordance with the Government Terms
- 9) **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.
- 10) **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY/ UNIT	ABC PRICE (P)	TOTAL BIDDER'S PRICE QUOTATION (P)
1	Supply, Delivery and Installation of Roll-Up (Blackout) Blinds and Combi-Blinds	1 lot	176,696.82	

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:

