



REQUEST FOR QUOTATION

P.R. NO: 2024-03-0686 MODE OF PROCUREMENT: Shopping 52.1 (b)
P.R. DATE: 18 March 2024 REF. NO.: RFQ-2024-090
END-USER: FASPS-OD DATE PREPARED: April 1, 2024
PRN: _____ CLOSING DATE/TIME: April 8, 2024 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:

DESCRIPTION	QTY	UNIT	TOTAL ABC (₱) (VAT INCLUSIVE)
Supply and Delivery of Various Medical, Office, and other Materials	1	LOT	236,025.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
i.	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
ii.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's Permit.
iii.	Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months. (if applicable)
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")





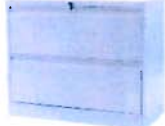
Failure to submit all documents as required above shall be automatically disqualified.

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, may be grounds 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 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: GIANINA P. AGIR RFQ-2024-090**.
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
OIC Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat

Technical Proposal Form				
No.	Description	Quantity	Picture/Image As reference	Brand/Model of the item being offered
Supply and Delivery of Various Office Supplies				
1	Paracetamol	50 pcs.		
2	Mefenamic Acid	10 pcs.		
3	Losartan	50 pcs.		
4	Anti-histamine	30 pcs.		
5	Immodium	20 pcs.		
6	Bonamine	15 pcs.		
7	Car Air Freshener	30 cans		
8	Airfreshener for Ionizer 100ml	20 bottles		
9	Disinfectant Spray, aerosol type, 400-550 grams	20 cans		
10	Insecticide spray 600ml	20 cans		
11	Furniture Polish 330ml	20 cans		
12	Microfiber cleaning cloth	20 cans		
13	Ink cartridge cannon black #47	10 pcs.		
14	Ink cartridge cannon colored #57	10 pcs.		
15	Ink cartridge brother black #LC-73BK	15 pcs.		

16	Ink cartridge brother colored #LC-73Y	15 pcs.		
17	Ink cartridge brother colored #LC-73C	15 pcs.		
18	Ink cartridge brother colored #LC-73M	15 pcs.		
19	Hi-tecpoint V7RT (Black)	36 pcs.		
20	Hi-tecpoint V7RT (Blue)	36 pcs.		
21	Permanent Marker (Black)	2 boxes		
22	Permanent Marker (Blue)	2 boxes		
23	Calculator	3 pcs.		
24	Staple heavy duty	6 pcs.		
25	Pencil Sharpener heavy duty	2 pcs.		
26	Photo Paper Glossy (A4)	6 packs		
27	Specialty Board A4	10 packs		
28	Specialty Board Long	10 packs		
29	Duct Tape 25mm	5 pcs.		
30	Duct Tape 50mm	5 pcs.		
31	Double Side Tape 25mm	10 pcs.		
32	Tissue Box	15 boxes		
33	Dishwashing Paste 200grams	10 pcs.		
34	Clear Glue 147ml	10 bottles		
35	Colored Cartolina assorted	14 pcs.		
36	Illustration Board 1 whole	10 pcs.		

37	Sticker Note Sign Here	15 packs		
38	Scissors	6 pcs.		
39	Pen Holder	3 pcs.		
40	Plates 10inch white	16 pcs.		
41	Steel Cabinet 2 layers 90cmx73cm light gray	4 units		

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: within **Fifteen (15) calendar days** from receipt of Notice to Proceed
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	TOTAL ABC (₱)		BIDDER'S PRICE QUOTATION (₱)	
				Unit Cost	Total	Unit Cost	Total
Supply and Delivery of Various Office Supplies							
1	Paracetamol	50	pcs.	25.00	1,250.00		
2	Mefenamic Acid	10	pcs.	25.00	250.00		
3	Losartan	50	pcs.	25.00	1,250.00		
4	Anti-histamine	30	pcs.	25.00	750.00		
5	Immodium	20	pcs.	35.00	700.00		
6	Bonamine	15	pcs.	35.00	525.00		
7	Car Air Freshener	30	can	350.00	10,500.00		
8	Airfreshener for Ionizer 100ml	20	bottle	600.00	12,000.00		
9	Disinfectant Spray, aerosol type, 400-550 grams	20	can	400.00	8,000.00		
10	Insecticide spray 600ml	20	can	550.00	11,000.00		
11	Furniture Polish 330ml	20	can	400.00	8,000.00		
12	Microfiber cleaning cloth	20	pcs.	300.00	6,000.00		
13	Ink cartridge cannon black #47	10	pcs.	600.00	6,000.00		
14	Ink cartridge cannon colored #57	10	pcs.	1,200.00	12,000.00		
15	Ink cartridge brother black #LC-73BK	15	pcs.	1,600.00	24,000.00		
16	Ink cartridge brother colored #LC-73Y	15	pcs.	950.00	14,250.00		
17	Ink cartridge brother colored #LC-73C	15	pcs.	950.00	14,250.00		
18	Ink cartridge brother colored #LC-73M	15	pcs.	950.00	14,250.00		
19	Hi-tecpoint V7RT (Black)	36	pcs.	130.00	4,680.00		
20	Hi-tecpoint V7RT (Blue)	36	pcs.	130.00	4,680.00		
21	Permanent Marker (Black)	2	box	600.00	1,200.00		
22	Permanent Marker (Blue)	2	box	600.00	1,200.00		
23	Calculator	3	pcs.	1,500.00	4,500.00		
24	Staple heavy duty	6	pcs.	700.00	4,200.00		
25	Pencil Sharpener heavy duty	2	pcs.	400.00	800.00		
26	Photo Paper Glossy (A4)	6	pack	250.00	1,500.00		
27	Specialty Board A4	10	pack	350.00	3,500.00		
28	Specialty Board Long	10	pack	400.00	4,000.00		
29	Duct Tape 25mm	5	pcs.	350.00	1,750.00		
30	Duct Tape 50mm	5	pcs.	450.00	2,250.00		
31	Double Side Tape 25mm	10	pcs.	300.00	3,000.00		
32	Tissue Box	15	box	130.00	1,950.00		
33	Dishwashing Paste 200grams	10	pcs.	70.00	700.00		
34	Clear Glue 147ml	10	bottle	130.00	1,300.00		
35	Colored Cartolina assorted	24	pcs.	35.00	840.00		
36	Illustration Board 1 whole	10	pcs.	80.00	800.00		
37	Sticker Note Sign Here	15	pack	60.00	900.00		
38	Scissors	6	pcs.	100.00	600.00		
39	Pen Holder	3	pcs.	500.00	1,500.00		
40	Plates 10inch white	16	pcs.	200.00	3,200.00		
41	Steel Cabinet 2 layers 90cmx73cm light gray	4	units	10,500.00	42,000.00		
TOTAL					236,025.00		

Note: Financial offer must not exceed the ABC of per line items.

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 PO/ 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:
