



### REQUEST FOR QUOTATION

P.R. NO: 2024-03-0703	MODE OF PROCUREMENT: NP-SVP	
P.R. DATE: 19 MAR 2024	REF. NO.: RFQ-2024-105	
END-USER: GSD	DATE PREPARED: April 12, 2024	
PRN: _____	CLOSING DATE/TIME: April 17, 2024	10:00 AM

- 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)
<i>Tree Pruning and Tree Cutting of Different Species</i>	1	lot	237,000.00

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

A. ELIGIBILITY DOCUMENTS	
a.	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);  <b>OR</b>  PhilGEPS Registration Number
b.	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.
c.	Special Power of Attorney/Board Resolution/Authorization as authorize representative valid for six (6) months (if applicable)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
d.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")

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

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- 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.
- 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.
- 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.
- If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFQ-2024-105.
- 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-PSMD &  
 Head, BAC Secretariat

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Tree Pruning and Tree Cutting of Different Species</i>	1 lot
1.	Tree Pruning of Different Species	1 lot
2.	Tree Cutting of Different Species	1 lot

**TERMS OF REFERENCE FOR THE  
PROCUREMENT OF TREE CUTTING AND TRIMMING SERVICES  
FOR THE DENR CENTRAL OFFICE  
as of 12 March 2024**

The Department of Environment and Natural Resources (DENR) Central Office intends to procure the services of a company that can provide quality Tree Cutting and Pruning Services for the identified trees located within the DENR Central Office Compound, Visayas Avenue, Quezon City.

Accordingly, the DENR-Central Office hereby promulgates the following Terms of Reference (TOR) for the procurement of Tree Cutting and Trimming Services in accordance with the provisions of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations.

I. General Rules

The tree cutting and pruning activity shall be conducted as a precautionary measure to ensure safety and security of persons and properties from injuries or damages that may result from these trees (i.e. falling branches, overgrown branches near power lines, etc.) and shall be covered by a Tree Cutting and Trimming/Pruning Permit/s issued by the DENR-National Capital Region (DENR-NCR).

The Service Provider must have appropriate expertise and two (2) years experience to ensure safety to lives and properties and to guarantee proper cutting and pruning. It must have a valid Business Permit issued by their respective Local Government Unit. Further, it shall abide by the provisions of the Tree Cutting and Pruning Permit issued by the DENR-NCR, and shall be responsible for any loss or damage to DENR properties due to its own negligence or its employees.

The DENR Central Office shall not be held responsible for any untoward incident that might occur during the cutting and pruning operations.

II. Scope of Service

The Service Provider shall perform the best quality of Cutting and Trimming/Pruning activities and shall deploy manpower, vehicles, equipment, tools and other consumables in adequate quantity in order to ensure that the results are delivered.

- A. Location: DENR Central Office Compound, Visayas Avenue
- B. Duration: Within thirty (30) working days upon the issuance of the Notice to Proceed (NTP) and the Tree Cutting and Trimming Permit.
- C. Species of Trees to be cut and trimmed

Species	Unit	Location
<b>Cutting</b>		
1. Santol	1	Main Building

Technical Proposal Form

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	<i>Tree Pruning and Tree Cutting of Different Species</i>	1 lot

2. Bamboo	2	Annex Bldg.
3. Mango	2	Annex Bldg.
4. Palm tree	3	Annex Bldg.
5. Narra	1	Annex Bldg.
6. Gemilina	1	Annex Bldg.
7. Tibig	1	Annex Bldg.
8. Neem Tree	1	Annex Bldg.
9. Avocado	1	Annex Bldg.
10. Gemilina	2	Multi-Purpose Bldg.
11. Gemilina	1	Hostel Bldg.
12. Eucalyptus	1	Hostel Bldg.
13. Bani	4	UNDP IMO Bldg.
14. Santol	1	UNDP IMO Bldg.
15. Gemilina	1	BIR
<b>Pruning</b>		
1. Mango	3	Main Bldg.
2. Narra	2	Main Bldg.
3. Talisay	3	Main Bldg.
4. Mahogany	4	Main Bldg.
5. Macopa	1	Main Bldg.
6. Narra	1	Annex Bldg.
7. Mango	1	Annex Bldg.
8. Unknown	1	2-Storey Warehouse
9. Balete	1	FMB Building (Front)
10. Talisay	1	FMB Building (Front)
11. Calumpang	1	FMB Building (Front)
12. Gemilina	1	FMB Building (Front)
13. Bani	3	UNDP IMO Bldg.
14. Mahogany	1	UNDP IMO Bldg.
15. Gemilina	1	Secal Bldg.
16. Fire Tree	1	Secal Bldg.

D. Manpower

The Service Provider shall determine and deploy appropriate number of **Skilled Personnel** to carry out the activities. It shall comply with existing laws, rules and regulations governing employment of labor and wages (i.e. contracts of service). The personnel to be deployed shall be in proper attire (with PPEs) and identification card.

E. Equipment, Tools and other materials

The Service Provider shall provide the following minimum required tools and equipment:

- a. Safety warning signs, barriers and other safety equipment to ensure safety of persons and properties;
- b. Chainsaw/s with Certificate of Registration from DENR;

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Tree Pruning and Tree Cutting of Different Species</i>	1 lot

c. Billboard/Tarpaulin with dimension of 3' x 6' to be installed within the area indicating that the activity is covered by a permit issued by DENR-NCR.

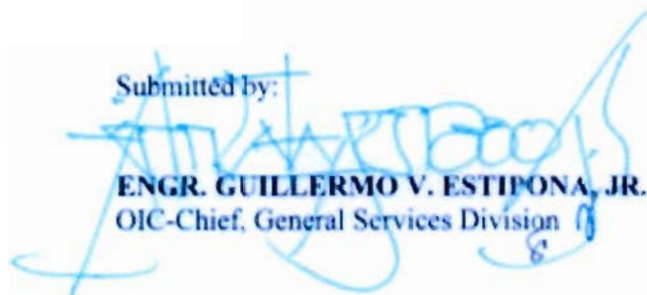
III. Miscellaneous Provision

The Service Provider shall conform to the Environmental Management System (EMS) of the Central Office by providing the following:

1. A list of Environmental Aspects and Impacts and the controls to mitigate the effect of the Tree Cutting to the environment. The entries can be found in the DENR Environmental Aspects and Impacts Registry (DEAIR).
2. All toxic, flammable and hazardous materials necessary for the completion of the project shall be properly labelled with Material Safety Data Sheet (MSDS) and placed in a secondary containment.

IV. Reports

The Service Provider shall submit an accomplishment report, with attached photographs, to the General Services Division (GSD) as a requisite for payment

Submitted by:  
  
**ENGR. GUILLERMO V. ESTIPONA, JR.**  
 OIC-Chief, General Services Division

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: as per Terms of Reference.
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	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
			Unit Cost	Total	Unit Cost	Total
	<i>Tree Pruning and Tree Cutting of Different Species</i>	1 lot				
1.	Tree Pruning of Different Species	1 lot	86,000.00	86,000.00		
2.	Tree Cutting of Different Species	1 lot	151,000.00	151,000.00		
<b>Grand Total: 237,000.00</b>						

*Note: Financial offer must not exceed the ABC 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.

<p>_____ <b>NAME OF COMPANY (IN PRINT)</b></p> <p>ADDRESS: _____ _____ _____ _____</p>	<p>_____ <b>SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE</b></p> <p>Designation: _____ Date: _____ Email Address: _____ Telefax No.: _____ Mobile Number: _____</p>
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