



### REQUEST FOR QUOTATION

P.R. NO: 2024-03-0771	MODE OF PROCUREMENT: NP-Small Value Procurement	
P.R. DATE: 26 March 2024	REF. NO.: RFQ-2024-114	
END-USER: SCIS-OD	DATE PREPARED: April 17, 2024	
PRN: _____	CLOSING DATE/TIME: April 22, 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)
Printing of Integrated Water Resource Management Manual	100	MANUALS	113,000.00

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

A.	ELIGIBILITY DOCUMENTS
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);  <b>OR</b>  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)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
B.	TECHNICAL AND FINANCIAL DOCUMENTS
iv.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
v.	<b>Submit proof</b> that the company is in printing business for at least three (3) years;
vi.	<b>Submit list of own equipment and facilities</b> covering the duration of the project. Sub-contracting of any part of the project is NOT allowed;
vii.	<b>Submit a current or recently completed contract</b> for printing of various forms, manual, newsletter, annual reports and the like;
viii.	<b>Submit related sample/s</b> from previous project/s;
viii.	<b>Duly conformed</b> Term of Reference;

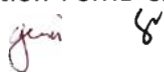
**Failure to submit all documents as required above shall be automatically disqualified.**

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), 2<sup>nd</sup> Floor, 2-Storey Warehouse, DENR Compound and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-114**.
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-PSMD &  
Head, BAC Secretariat



Technical Proposal Form	
Description / Technical Specifications	Qty
<p>Printing of Integrated Water Resource Management Manual</p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p style="text-align: center;">Printing of Integrated Water Resource Management Manual</p> <hr/> <p><b>QUALIFICATION OF THE BIDDER:</b></p> <ol style="list-style-type: none"> <li>Bidder must be in the printing business for at least three (3) years;</li> <li>Bidder must have the equipment and facilities covering the duration of the project. <b>Sub-contracting of any part of the project is NOT allowed;</b></li> <li><b>Bidder must have a current/previous contract of printing of said item;</b></li> <li>Bidder must have no previous record of unsatisfactory service performance in any previous transaction/s with the End-User within the year;</li> </ol> <p><b>RESPONSIBILITIES OF THE BIDDER:</b></p> <ol style="list-style-type: none"> <li>Bidder must be able to submit related sample/s from <b>their</b> previous project/s with their Request for Quotation, to the PSMD;</li> <li>Bidder must have the capability to quickly undertake <b>the</b> required corrections/revisions;</li> <li>Bidder must be able to consistently commit to the <b>timelines</b> prescribed by the End-User;</li> <li>In case the use of imported materials is needed, prescribed timeline and project details shall remain the same. <b>All fees relative to this transaction from overseas shall be solely handled by the bidder.</b></li> </ol> <p><b>PERIOD AND PLACE OF DELIVERY:</b></p> <ol style="list-style-type: none"> <li>The bidder must coordinate with the End-User for the electronic copy of the layout within two (2) calendar days upon receipt of the notice from the BAC Secretariat as the winning bidder, subjected to the technical evaluation from the End-User.</li> <li>Submission of <b>first mockup/sample</b> produced based on the requirements and specifications must be within three (3) calendar days for approval of the End-user, reckoned from the receipt of the date of conformance to PO/Contract.</li> <li>Submission of the <b>final mockup/sample</b> produced from the specifications must be within five (5) calendar days from receipt of the last revised mock-up/sample;</li> <li><b>Partial delivery is allowed.</b></li> <li>Full delivery shall be within five (5) calendar days from receipt of the final approved sample. The bidder should directly inform the End-User on the date of the scheduled delivery.</li> <li>The place of delivery shall be at the Property and Supply Management Division-Supply Management Section (PSMD-SMS) for quantity checking and inspection. During delivery and quality inspection, the End-User must be <b>PRESENT</b>.</li> <li>Issues/concerns observed/raised regarding the quality shall be addressed to the PSMD. <b>The End-User has the right to recommend approval/ disapproval to the PSMD during the acceptance process.</b></li> </ol>	<p><b>100</b> manuals</p>

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A** (Page 2 of 2)

Technical Proposal Form	
Description / Technical Specifications	Qty
<p>Printing of Integrated Water Resource Management Manual</p> <p>8. In case of misprint/defects or non-adherence to specifications, said items must be pulled out within three (3) working days and replaced within seven (7) calendar days reckoned from the date the items were pulled-out. <b>Pull-out and replacement shall be at no cost to the DENR.</b></p> <p>CONFORME:</p> <p>_____ <i>Signature over Printed Name of Service Provider</i></p> <p>NOTED BY:</p> <p> <b>KARMELA BEATRIZ L. GALURA</b> Director, Strategic Communications</p> <p><b>SPECIFICATIONS:</b> Size: A4 (8.3 x 11.7 inches) Paper: C2S 220 GSM with Gloss Lamination (Front and Back Cover) C2S 100 GSM (inside pages) No. of pages: 77 pages Binding: Perfect Binding</p>	<p>100 manuals</p>

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: as per Terms of reference (TOR)
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 per Unit (P)	Total ABC per Unit (P)	BIDDER'S PRICE QUOTATION (P)	
						Unit cost	Total
	Printing of Integrated Water Resource Management Manual	100	manual	1,130.00	113,000.00		
Grand Total:					<b>113,000.00</b>		

**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: \_\_\_\_\_