

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), 2nd Floor, 2 Storey Warehouse, DENR Compound 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-2024-117.**
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

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Technical Proposal Form

Description / Technical Specifications	Qty
<p>PRINTING OF INSTITUTIONAL FOLDER</p> <p>Specification :</p> <p>-12.5" x 8.75" folded</p> <p>-12.5" x 17.5" Spread</p> <p>Paper C2S 220 pounds with Gloss lamination with 1 pocket</p>	<p>100 pcs</p>

TERMS OF REFERENCE
Printing of Institutional Folder

QUALIFICATION OF THE BIDDER:

1. Bidder must be in the printing business for at least three (3) years;
2. Bidder must have the equipment and facilities covering the duration of the project. **Sub-contracting of any part of the project is NOT allowed;**
3. **Bidder must have a current/previous contract of printing of said item;**
4. Bidder must have no previous record of unsatisfactory service performance in any previous transaction/s with the End-User within the year;

RESPONSIBILITIES OF THE BIDDER:

1. Bidder must be able to submit related sample/s from their previous project/s with their Request for Quotation, to the PSMD;
2. Bidder must have the capability to quickly undertake the required corrections/revisions;
3. Bidder must be able to consistently commit to the timelines prescribed by the End-User;
4. In case the use of imported materials is needed, prescribed timeline and project details shall remain the same. **All fees relative to this transaction from overseas shall be solely handled by the bidder.**

PERIOD AND PLACE OF DELIVERY:


1. 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.
2. Submission of **first mockup/sample** 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.
3. Submission of the **final mockup/sample** produced from the specifications must be within five (5) calendar days from receipt of the last revised mock-up/sample;
4. **Partial delivery is allowed.**
5. 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.
6. 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 PRESENT.
7. Issues/concerns observed/raised regarding the quality shall be addressed to the PSMD. **The End-User has the right to recommend approval/ disapproval to the PSMD during the acceptance process.**

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. **Pull-out and replacement shall be at no cost to the DENR.**

CONFORME:

Signature over Printed Name of Service Provider

NOTED BY:


KARMELA BEATRIZ E. GALURA
Director, Strategic Communications



Project Requirements/Terms and Conditions:

1. **Delivery/completion period:** as per attached 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	UNIT	UNIT COST	TOTAL	BIDDER'S PRICE QUOTATION (P)	
						UNIT COST	TOTAL
	PRINTING OF INSTITUTIONAL FOLDER	100	pcs	200.00	20,000.00		
Total					20,000.00		

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: _____