



**REQUEST FOR QUOTATION**

P.R. NO: 2024-05-1127      MODE OF PROCUREMENT: SHOPPING  
P.R. DATE: 08 MAY 2024      REF. NO.: RFQ-2024-134  
END-USER: OUPPIA      DATE PREPARED: May 14, 2024  
PRN: \_\_\_\_\_      CLOSING DATE/TIME: May 17, 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)
<i>Supply and Delivery of Various Office Equipment</i>	1	lot	27,000.00

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	
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)

**Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.**

B. TECHNICAL AND FINANCIAL DOCUMENTS	
d.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	<b>Brochure or Technical Data Sheet</b> of the Item Being Offered.

**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, 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: JELYN STA. ANA - RFQ-2024-134.
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

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

**Annex A** (Page 1 of 3)

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
<b>Supply and Delivery of Various Office Equipment</b>		1 lot	
1.	30L Digital Microwave Oven	1 pc	

**2-in-1 Digital Microwave Oven  
30L Silver**



**Specifications**

Dimensions (mm): 520 x 411 x 326  
 Power Input (w): 1400  
 30L capacity with 315 mm turntable

**Features**

2-in-1 oven: Microwave Oven and Griller Function  
 8 automatic menu  
 Defrost Function  
 Quick Start Cooking  
 Mirror Finish for easy cleaning  
 Child Lock

2. 8L Percolator

1 pc



**Product details of 8.0 L Electric Coffee Urn / Percolator RZU108**

- 8.0 Liters
- Can serve up to 50 Cups
- Double-Layer Stainless Steel Wall
- Boil Dry Protection Switch
- Stainless Steel Lid with Lock
- Internal Water Gauge
- 1100 Watts

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
<b>Supply and Delivery of Various Office Equipment</b>		1 lot	
3. Stand Fan		1 pc	



**Features/Major Benefits**

- Energy Savings thru DC motors that helps saves 50% of Electricity compare to AC Fan Models.
- Rotary Dial Knob which is smooth, continuous control dial to generate speed.
- DC Socket Adapter for more Power, and less electricity cost.

**Technical Specifications**

- Blade Material/Size, cm: PP/40
- Wattage (W,Max): 30
- RPM (Max): 1256
- Air Delivery (M3/min. Max): 87
- Product Weight, kg: 8
- Max. Center Height, mm: 963
- Height Adjustment: N/A
- Stroke, mm: N/A
- Switch Type: Rotary Potentiometer
- Vertical Angle Adjustment: Free Neck
- Free Oscillation: 2-Way

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: within ten (10) calendar days from receipt of Purchase Order.
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)
				Total Cost
<i>Supply and Delivery of Various Office Equipment</i>		1 lot		
1.	30L Digital Microwave Oven	1 pc	12,000.00	
2.	8L Percolator	1 pc	8,000.00	
3.	Stand Fan	1 pc	7,000.00	
			<b>Grand Total: 27,000.00</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: \_\_\_\_\_