



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



REQUEST FOR QUOTATION

P.R. NO:	2024-05-1175	MODE OF PROCUREMENT:	SHOPPING
P.R. DATE:	13 MAY 2024	REF. NO.:	RFQ-2024-137
END-USER:	KISS-SDRMD	DATE PREPARED:	May 15, 2024
PRN:	<u>10860990</u>	CLOSING DATE/TIME:	May 20, 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:

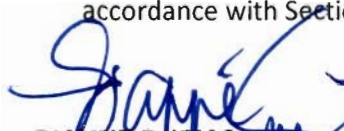
DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Supply and Delivery of Various Office Supplies</i>	1	lot	70,000.00

- 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);
	OR
	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.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Brochure or Technical Data Sheet of the Item Being Offered.




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), 2nd Floor, 2 Storey Warehouse, 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/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFQ-2024-137.
- 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.

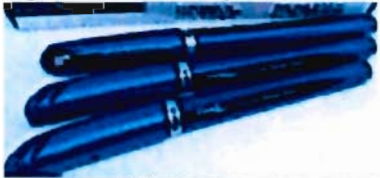
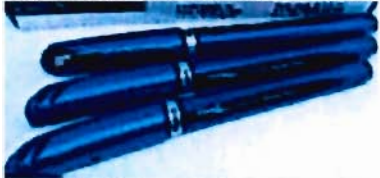

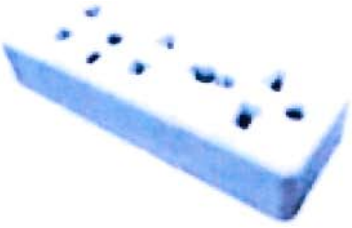


DIANNE G. IBIAS
Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 1 of 6)

Technical Proposal Form			
Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	Supply and Delivery of Various Office Supplies	1 lot	
1	Alcohol, Ethyl, 68% - 72%, Scented, 3.785 liters	5 gal	
2	Stamp Pad Ink, Purple or Violet, 50ml (min.) 	2 bottles	
3	Notepad, Stick on, 50mm x 76mm. (2" x 3"), Asstd. Colors	18 pads	
4	Paper, Multi-Purpose A4, 80gsm	5 reams	
5	Paper, Multi-Purpose Legal, 80gsm	3 reams	
6	Record Book, 500 pages, 214mm x 278mm min. 	3 books	
7	Battery, Dry cell, AAA, 2pcs. Per Blister pack 	2 packs	
8	Staple Wires, Standard, (26/6)	15 boxes	
9	Tape, Masking, Width: 48mm (±1mm)	5 pieces	
10	Tape, Transparent, Width: 24mm (±1mm) 	20 pieces	

Technical Proposal Form			
Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	Supply and Delivery of Various Office Supplies	1 lot	
11	Tape, Transparent, Width: 48mm (±1mm)	5 pieces	
12	Correction Tape, with Refill 	18 packs	
13	Envelope, Documentary, A4	3 boxes	
14	Envelope, Expanding, Kraft board, for Legal Size Document	3 boxes	
15	Folder, Fancy, with Slide, A4	5 bundles	
16	Folder, Fancy, with Slide, Legal	5 bundles	
17	Marker, Whiteboard, Black, Felt Tip, Bullet Type	6 pieces	
18	Marker, Whiteboard, Blue, Felt Tip, Bullet Type	6 pieces	
19	Marker, Whiteboard, Red, Felt Tip, Bullet Type	6 pieces	
20	Marker, Permanent, Bullet Type, Black	6 pieces	
21	Pencil, Lead, w/ Eraser, Wood Cased, Hardness: HB 	5 boxes	
22	Ring Binder, Plastic, 32mm, 84 Rings	5 bundle	
23	Stapler, Standard Type, Load Cap: 200 Staples min. 	15 pieces	
24	Staple, Remover, Plier Type 	15 pieces	

Technical Proposal Form			
Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	Supply and Delivery of Various Office Supplies	1 lot	
25	Tape Dispenser, Table Top, for 24mm Width Tape	15 pieces	
26	Sign Pen, Black, Liquid/Gel Ink, 0.5mm Needle Tip 	18 pieces	
27	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm Needle Tip 	18 pieces	
28	1TB Portable Solid-State Hard Drive (SSD) Portable Solid-State Drive (SSD) <ul style="list-style-type: none"> • 1 TB (terabyte) storage capacity • Read and write speeds up to 1000 MB/s • Can store high-resolution photos, videos, and files • Supports Windows and macOS operating system • Supports USB-C connection • Has drop protection 	1 piece	
29	Extension Cord Universal, 3 Gang, 3 Meter 	3 pieces	
30	Duct Tape Gray (2 inches)	3 pieces	
31	Face Mask, KF94, Assorted Colors 	20 packs	

Technical Proposal Form			
Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
	<i>Supply and Delivery of Various Office Supplies</i>	1 lot	
32	Tissue (12's) Toilet Paper, 4 ply 	18 packs	

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: within fifteen (15) calendar days from the conformance 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)	
			Unit Price	Total Price	Unit Cost	Total Cost
	Supply and Delivery of Various Office Supplies	1 lot				
	1. Alcohol, Ethyl, 68% - 72%, Scented, 3.785 liters	5 gal	750.00	3,750.00		
	2. Stamp Pad Ink, Purple or Violet, 50ml (min.)	2 bottles	150.00	300.00		
	3. Notepad, Stick on, 50mm x 76mm. (2" x 3"), Asstd. Colors	18 pads	100.00	1,800.00		
	4. Paper, Multi-Purpose A4, 80gsm	5 reams	400.00	2,000.00		
	5. Paper, Multi-Purpose Legal, 80gsm	3 reams	400.00	1,200.00		
	6. Record Book, 500 pages, 214mm x 278mm min.	3 books	200.00	600.00		
	7. Battery, Dry cell, AAA, 2pcs. Per Blister pack	2 packs	150.00	300.00		
	8. Staple Wires, Standard, (26/6)	15 boxes	150.00	2,250.00		
	9. Tape, Masking, Width: 48mm (±1mm)	5 pieces	150.00	750.00		
	10. Tape, Transparent, Width: 24mm (±1mm)	20 pieces	150.00	3,000.00		
	11. Tape, Transparent, Width: 48mm (±1mm)	5 pieces	150.00	750.00		
	12. Correction Tape, with Refill	18 packs	100.00	1,800.00		
	13. Envelope, Documentary, A4	3 boxes	900.00	2,700.00		
	14. Envelope, Expanding, Kraft board, for Legal Size Document	3 boxes	900.00	2,700.00		
	15. Folder, Fancy, with Slide, A4	5 bundles	500.00	2,500.00		
	16. Folder, Fancy, with Slide, Legal	5 bundles	500.00	2,500.00		
	17. Marker, Whiteboard, Black, Felt Tip, Bullet Type	6 pieces	50.00	300.00		
	18. Marker, Whiteboard, Blue, Felt Tip, Bullet Type	6 pieces	50.00	300.00		
	19. Marker, Whiteboard, Red, Felt Tip, Bullet Type	6 pieces	50.00	250.00		
	20. Marker, Permanent, Bullet Type, Black	6 pieces	60.00	360.00		
	21. Pencil, Lead, w/ Eraser, Wood Cased, Hardness: HB	5 boxes	150.00	750.00		
	22. Ring Binder, Plastic, 32mm, 84 Rings	5 bundle	500.00	2,500.00		
	23. Stapler, Standard Type, Load Cap: 200 Staples min.	15 pieces	250.00	3,750.00		

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
			Unit Price	Total Price	Unit Cost	Total Cost
Supply and Delivery of Various Office Supplies		1 lot				
24.	Staple, Remover, Plier Type	15 pieces	200.00	3,000.00		
25.	Tape Dispenser, Table Top, for 24mm Width Tape	15 pieces	300.00	4,500.00		
26.	Sign Pen, Black, Liquid/Gel Ink, 0.5mm Needle Tip	18 pieces	110.00	1,980.00		
27.	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm Needle Tip	18 pieces	110.00	1,980.00		
28.	1TB Portable Solid-State Hard Drive (SSD)	1 piece	10,000.00	10,000.00		
29.	Extension Cord Universal, 3 Gang, 3 Meter	3 pieces	500.00	1,500.00		
30.	Duct Tape Gray (2 inches)	3 pieces	210.00	630.00		
31.	Face Mask, KF94, Assorted Colors	20 packs	150.00	3,000.00		
32.	Tissue (12's) Toilet Paper, 4 ply	18 packs	350.00	6,300.00		
				GRAND TOTAL: 70,000.00		

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.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____