



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



REQUEST FOR QUOTATION

P.R. NO:	2024-04-0975	MODE OF PROCUREMENT:	Shopping 52.1 (b)
P.R. DATE:	19 April 2024	REF. NO.:	RFQ-2024-168
END-USER:	QMS	DATE PREPARED:	June 21, 2024
PRN:	<u>10974978</u>	CLOSING DATE/TIME:	June 28, 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 (P) (VAT INCLUSIVE)
Supply and Delivery of Various Office Supplies and Other Materials	1	LOT	89,775.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.



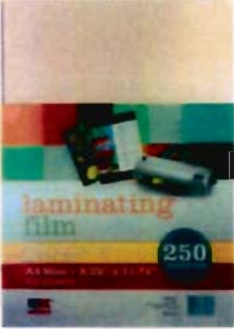


3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
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); OR 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)
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
v.	Brochures/Technical Specification for the brand being offered, if any.

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, 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/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-168**.
- 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		
No.	Description	Brand/Model of the item being offered
Supply and Delivery of Various Office Supplies		
1	Sign Pen, Hi-Tech point rollerball pen retractable-0.5mm (Black)	
2	Sign Pen, Hi-Tech point rollerball pen retractable-0.5mm (Blue)	
3	Sign Pen, Hi-Tech point rollerball pen retractable-0.7mm (Blue)	
4	Sign Pen, Hi-Tech point rollerball pen retractable-0.7mm (Black)	
5	Ballpoint Pen, Black 	
6	Highlighter	
7	Paper, Multi-purpose, A4, 80gsm	
8	Sticker Paper, Matte, white, A4, 10s 	
9	Laminating Film, A4, 250 microns, 20s 	
10	Steno Notebook, 60 leaves, 6x9 	
11	Battery, AAA, 4s	
12	Battery, AA, 4s	
13	Disinfectant Spray, 400gms 	

Technical Proposal Form	
14	Insecticide Spray, 500ml 
15	Binder Clips, 3/4 in. 1doz.
16	Metal Fastener, 7cm 2in. 50s
17	Sticky Notes, 2x3, 100s 
18	Signature Flags, 11x43mm, 100s 
19	Staple Wire, STANDARD, (26/6)
20	Self-inking stamp Font: ARIAL Font Size: 10  JOE-MAR S. PEREZ Director, Document Management and Operations Support & Chair, QMS Secretariat EVELYN G. NILLOSAN Co-Chair QMS, Secretariat ENCARMILA B. PANGANIBAN Co-Chair QMS, Secretariat
21	Tissue, Interfolded Hand Towels, 2 ply 150 pulls
22	Multi-purpose Scissors
23	Stapler Wire No.23/8 for Heavy Duty Stapler, 100s
24	Heavy Duty Stapler

Technical Proposal Form

25	Desktop Sharpener		
26	Tower Extension Cord, 12 Gang with switch		
27	Extension Cord, 4 Gang, 6m		
28	Tape, Masking, 24mm		
29	Tape, Transparent, 24mm		
30	Tape, Packaging, white, 48x40mm		
31	Power bank, 20,000 mAh		

Project Requirements/Terms and Conditions:

- 1.Delivery/completion period:** within **Fifteen (15) 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	UNIT	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
				Unit Cost	Total	Unit Cost	Total
Supply and Delivery of Various Office Supplies							
1	Sign Pen, Hi-Tech point rollerball pen retractable-0.5mm (Black)	36	pcs	100.00	3,600.00		

2	Sign Pen, Hi-Tech point rollerball pen retractable-0.5mm (Blue)	12	pcs	100.00	1,200.00		
3	Sign Pen, Hi-Tech point rollerball pen retractable-0.7mm (Blue)	20	pcs	100.00	2,000.00		
4	Sign Pen, Hi-Tech point rollerball pen retractable-0.7mm (Black)	20	pcs	100.00	2,000.00		
5	Ballpoint Pen, Black	100	pcs	25.00	2,500.00		
6	Highlighter	15	pcs	50.00	750.00		
7	Paper, Multi-purpose, A4, 80gsm	20	ream	350.00	7,000.00		
8	Sticker Paper, Matte, white, A4, 10s	15	pack	80.00	1,200.00		
9	Laminating Film, A4, 250 microns, 20s	10	pack	500.00	5,000.00		
10	Steno Notebook, 60 leaves, 6x9	50	pcs	30.00	1,500.00		
11	Battery, AAA, 4s	20	pack	200.00	4,000.00		
12	Battery, AA, 4s	20	pack	150.00	3,000.00		
13	Disinfectant Spray, 400gms	15	can	500.00	7,500.00		
14	Insecticide Spray, 500ml	15	can	470.00	7,050.00		
15	Binder Clips, ¾ in. 1doz.	25	box	40.00	1,000.00		
16	Metal Fastener, 7cm 2in. 50s	15	box	110.00	1,650.00		
17	Sticky Notes, 2x3, 100s	35	pcs	65.00	2,275.00		
18	Signature Flags, 11x43mm, 100s	10	pack	300.00	3,000.00		
19	Staple Wire, STANDARD, (26/6)	24	box	25.00	600.00		
20	Self-inking stamp	3	pcs	1,100.00	3,300.00		
21	Tissue, Interfolded Hand Towels, 2 ply 150 pulls	30	pack	115.00	3,450.00		
22	Multi-purpose Scissors	6	pcs	200.00	1,200.00		
23	Stapler Wire No.23/8 for Heavy Duty Stapler, 100s	10	box	110.00	1,100.00		
24	Heavy Duty Stapler	1	pc	2,500.00	2,500.00		
25	Desktop Sharpener	1	pc	800.00	800.00		
26	Tower Extension Cord, 12 Gang with switch	2	pcs	1,300.00	2,600.00		
27	Extension Cord, 4 Gang, 6m	2	pcs	1,000.00	2,000.00		
28	Tape, Masking, 24mm	15	roll	40.00	600.00		
29	Tape, Transparent, 24mm	15	roll	50.00	750.00		
30	Tape, Packaging, white, 48x40mm	10	roll	65.00	650.00		
31	Power bank, 20,000 mAh	4	units	3,500.00	14,000.00		
TOTAL					89,775.00		

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:

