

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



REQUEST FOR QUOTATION

P.R. NO:

2024-07-1811

MODE OF PROCUREMENT: SHOPPING

P.R. DATE:

9 JUL 2024

REF. NO.:

RFQ-2024-222 July 12, 2024

END-USER:

FASPS-PMED-KM

DATE PREPARED: CLOSING DATE/TIME:

July 17, 2024

10:00 AM

PRN:

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)
Procurement of FASPS Exhibit Materials: Sintra Board Printing	1	lot	11,000.00

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

A.	ELIGIBILITY DOCUMENTS
	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);
a.	<u>OR</u>
	PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with
υ.	attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's permit.
_	Special Power of Attorney/Board Resolution/Authorization as authorize representative valid for six (6) months
C.	(if applicable)
Not	te: 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")
_	Bidders must at least one (1) year experience in the business operation for the printing of various forms,
e.	tarpaulins, sintra board, and the likes.
f.	Supplier must submit a list of printing equipment which they own.
g.	Duly conformed Terms 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.
- 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.
- 7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building 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: JELYN STA. ANA RFQ-2024-222.
- 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.

Chief, Prockrement Mgt. Section-PSMD &

Head, BAC Secretariat

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PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 1 of 3)

Technical Proposal Form				
Item No.	Description / Technical Specifications	Qty		
Procurement of FASPS E	xhibit Materials: Sintra Board Printing			
Specs:		1 lot		
Sintra Board Standee				
Sintra Board Standee	-			
Printing in Sintra board				
Size: 3ft x 3.25ft (3mm th	nick)	2		
Full colored front				
With stand at back				
Size: 2ft x 2ft (3mm thick)			
Full colored front	2			
With stand at back				
Size: 2.5ft x 2ft (3mm thi	ck)			
Full colored front		2		
With stand at back				
Size: 3ft x 5ft (3mm thick)			
Full colored front	•	1		
With stand at back				

TERMS OF REFERENCE FOR THE PROCUREMENT OF PRINTING SERVICES FOR THE FASPS LGIS STAGE DESIGN

Budget

Php 11,000.00

Objective

As part of the knowledge-sharing initiatives of Foreign-Assisted and Special Projects Service (FASPS), and to increase public awareness of the lessons learned, good practices, innovations and success stories (LGIS) of foreign-assisted projects (FAPs), we will be conducting the FASPS Forum on Lessons Learned, Good Practices, Innovations, and Success Stories with the theme: "Conserving Diversity, Cultivating Change: Caraga's Path to Biodiversity Resilience" on August 26-29, 2024. To be able to set the tone for the forum and highlight the impact of project interventions to biodiversity, printing a sintra board standee is ideal. The material will also be displayed in various events/occasions of the Department to react to a wider audience.

Target Audience:

- Översight agencies, industry partners, private sector, media, academe
- DENR Officials (Central Office, Bureaus, Attached Agencies and Regional Offices)
- DENR FASPs Project Management Offices and Project Implementing Units
- FASPS Officials, Project Officers, M&E Officers and Finance Officers
- People's Organizations, Communities, LGUs

Technical Specifications and Scope of Work: Printing in Sintra Board

Sintra Boa	rd Standee				
Pcs	2	2	2	1	
Size	3ft x 3.25ft	2.5 ft x 2ft	2ft x 2ft	3ft x 5	in
Thickness:	3mm				
Color	Full colored front				
Others:	With stand at bas	ck			

Instruction to Supplier:

 All materials (electronic files and photos) sent to the supplier for production shall be furned over to DENR-FASPS five (5) calendar days after production/delivery

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 2 of 3)

Technical Proposal Form				
Item No.	Description / Technical Specifications	Qty		
Procurement of FASF	PS Exhibit Materials: Sintra Board Printing	1 lot		

- The DENR-FASPS shall supply the Adobe/JPEG/PNG format with the expected look.
- The supplier must submit a list of printing equipment which they own.
- The DENR-FASPS representative/s must be allowed to visit the press and inspect the equipment before awarding the project to ensure that the bidder can deliver the requirements.
- The supplier shall allow DENR-FASPS representative/s to conduct press work during the production of the kit.
- The supplier shall be required to bring/show sample materials to be used for production. The final output shall be delivered to FASPS 10 days after file turnover by DENR-FASPS.

Terms of Payment:

The amount in Pesos shall be inclusive of any all taxes to be paid to the government. DENR-FASPS shall pay the Supplier ELEVEN THOUSAND PESOS (Php 11,000.00).

We invite bids from bidders with at least one (1) year experience in the business operation for the printing of various forms, tarpaulins, sintra board, and the likes.

Prepared by:

Approved by:

JESLINA B. GOROSPE Chief, PMED-FASPS

AL O. OROLFO, Ph.D., CESO III

Project Requirements/Terms and Conditions:

- 1. **Delivery/completion** period: as per 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.

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Annex A (Page 3 of 3)

					Am	ex A (rage 3 01 3	
FINANCIAL QUOTATION FORM (PRICE MUST BE VAT INCLUSIVE)							
Item	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)		
No.	2200		Unit Price	Total Price	Unit Price	Total Price	
	ement of FASPS Exhibit Materials: Sintra Printing	1 lot					
Printin Size: 3 Full co	Board Standee g in Sintra board ft x 3.25ft (3mm thick) lored front tand at back	2	1,600.00	3,200.00		_	
Full co	ft x 2ft (3mm thick) lored front tand at back	2	950.00	1,900.00			
Full co	.5ft x 2ft (3mm thick) lored front tand at back	2	1,250.00	2,500.00			
Full co	ft x 5ft (3mm thick) lored front tand at back	1	3,400.00	3,400.00			
			Grand Tot	ral: 11,000.00			

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 AUTHORIZI REPRESENTATIVE
ADDRESS:	Designation:
	Date:
	Email Address:
	Telefax No.:
	Mobile Number:

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