



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



REQUEST FOR QUOTATION

P.R. NO:	2024-07-1750	MODE OF PROCUREMENT:	53.9 NP-SVP
P.R. DATE:	02 July 2024	REF. NO.:	RFQ-2024-224
END-USER:	AS-GSD	DATE PREPARED:	15 July 2024
PRN:		CLOSING DATE/TIME:	22 July 2024 8:00 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:

Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
1	Supply, Delivery, and Installation of Modular Partition	1	Lot	998,000.00

- Proposal/quotation received in excess of the ABC shall automatically be rejected.
- Interested bidder/s must submit the following documents with check (✓) mark:

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); Or PhilGEPS Registration Number
✓	Valid and Current Mayor's/Business Permit for CY 2024, in case bidder submitted its PhilGEPS Registration Number only
✓	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form with attached: Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents are no longer required to re-submit.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical Proposal and Financial Quotation Form (Annex "A")
✓	2021 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005: Tax Return filed through the Electronic Filing and Payment Systems (EFPS). The latest income and business tax returns are those within last six months preceding the date of bid submission (including copy of VAT returns and corresponding payment for the last 6 months)
✓	Certification of the products are repairable and that replacement parts are available in the Philippines.
✓	Bidders shall attached detailed Financials Quotation

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, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Sealed proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor Warehouse Building, DENR-CO Compound and/or thru e-mail address ampbac.co@denr.gov.ph. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at telephone number (02) 8926-2675.
- Kindly indicate in the marking: **ATTENTION: DENNIS R. COBOL AMP-RFQ-2024-224.**
- 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
 Property & Supply Management Division

TECHNICAL PROPOSAL FORM

Supply, Delivery, and Installation of Modular Partition

1	LAMINATED GLASS PARTITION 42mm thk aluminum endtrims 120(h) x 70(w)cm with side pillar cap. Tetragonal pillar cap & tri-angle cap with side pillar cap. Tetragonal pillar base & tri-angle base (metal) with linear connection base, tri-angle base and MB adjustable foot	100	998,000.00
2	LAMINATED GLASS PARTITION 42mm thk aluminum endtrims 120(h) x 150(w)cm with side pillar cap. Tetragonal pillar cap & tri-angle cap with side pillar cap. Tetragonal pillar base & tri-angle base (metal) with linear connection base, tri-angle base and MB adjustable foot	16	
3	LAMINATED GLASS PARTITION 42mm thk aluminum endtrims 120(h) x 100(w)cm with side pillar cap. Tetragonal pillar cap & tri-angle cap with side pillar cap. Tetragonal pillar base & tri-angle base (metal) with linear connection base, tri-angle base and MB adjustable foot	2	
4	CORNERPOST 1.2H	31	
5	T-POST 1.2H	9	
6	X-POST 1.2H	9	
7	END-POST 1.2H	40	
8	TABLE TOP using particle board laminated woodgrain finish top with pvc edging with provision of one (1) grommet 25mm thickness 140(w) x 20(d) cm	29	
9	SIDE TABLE TOP using particle board laminated woodgrain finish top with pvc edging with provision of one (1) grommet 25mm thickness 90(w) x 45(d) cm	27	
10	SIDE TABLE TOP using particle board laminated woodgrain finish top with pvc edging with provision of one (1) grommet 25mm thickness 70(w) x 45(d) cm	1	

TECHNICAL PROPOSAL FORM

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SIDE TABLE TOP
using particle board
laminated woodgrain finish top with pvc edging
with provision of one (1) grommet
25mm thickness
130(w) x 45(d) cm

SCOPE OF WORK

**Supply, Delivery and Installation of Modular Partition at Personnel Division
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

1. ABSTRACT

Title of the Project	:	Supply, Delivery and Installation of Modular Partition at Personnel Division
Project Location	:	DENR Main Building, Ground Floor DENR Compound, Visayas Avenue, Diliman, Quezon City
Approved Budget for the Contract (ABC)	:	Php 998,000.00
Supply, Delivery and Installation Period	:	30 Calendar Days

2. SCOPE OF WORKS

- 2.1. The Service Provider, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;
- 2.2. The Service Provider shall manage and supervise the Project to its satisfactory completion in accordance with the Plans, Specifications and Scope of Work approved by the Head of the Procuring Entity (HoPE) or any duly authorized representative;
- 2.3. The Service Provider shall conduct site inspection to determine the specific needs of the project; and
- 2.4. The Service Provider shall perform the following tasks:
 - 2.4.1. STORAGE**
 - a. Deliver all supplies and materials at a location designated by the Director of Administrative Service or any duly authorized representative;
 - b. Ensure that all supplies and materials are properly turned over and delivered on the designated location in good quality and condition;
 - c. Provide a record of delivery indicating its time; and
 - d. Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection;
 - 2.4.2. DEMOLITION AND REMOVAL WORKS**
 - a. Remove existing modular partitions necessary to implement the project;
 - b. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;

TECHNICAL PROPOSAL FORM

**SOW of Supply, Delivery and Installation of Modular Partition at Personnel Division
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

- c. Coordinate the concerned office for segregation of remaining materials after the installation;
- d. Identify and turn over all salvaged materials to the GSD-Building Management Section (BMS); and
- e. Dispose the material on the basis of segregation.

2.4.3. DAMAGE PREVENTION

- a. Secure the work area to prevent illegal entry or work damage during the entire duration of the contract;
- b. Observe and undertake necessary precautionary measures against fire by keeping away flammable supplies and materials and providing at least two fire extinguishers;
- c. Comply with pertinent regulations and adopt safety measures, such as but not limited to enclosures, shielding, coverings, warning devices, off limits signs, and safety barricades surrounding the work area; and
- d. Undertake all necessary precautions to prevent damages to all existing facility, which are to remain and do not require any modification.

2.4.4. MODULAR INSTALLATION WORKS

- a. Install modular on designated location as per plan or approved by the Director of Administrative Service or any duly authorized representative.

2.4.5. CLEANING

- a. Remove and dispose of all dirt and keep work area clean, neat, and orderly at all times during the progress of the work to prevent accidents.

2.4.6. ADDITIONAL WORKS

- a. Perform other works not stated above but necessary to the completion of the Project; and
- b. Provide additional works as necessary with the approval of the Director of Administrative Service or any duly authorized representative.

3. SPECIFICATIONS

PERSONNEL DIVISION	
LAMINATED GLASS PARTITION - 42mm thick, aluminum extrusions, 120 (h) x 70 (w) cm, with side pillar cap, Tetragonal pillar cap & tri-angle cap, with side pillar cap, Tetragonal pillar base & tri-angle base (metal), with linear connection base, tri-angle base and MB adjustable foot	100 pcs
LAMINATED GLASS PARTITION - 42mm thick, aluminum extrusions, 120 (h) x 150 (w) cm, with side pillar cap, Tetragonal pillar cap & tri-angle cap, with side pillar cap, Tetragonal pillar base & tri-angle base (metal), with linear connection base, tri-angle base and MB adjustable foot	18 pcs
LAMINATED GLASS PARTITION - 42mm thick, aluminum extrusions, 120 (h) x 100 (w) cm, with side pillar cap, Tetragonal pillar cap & tri-angle cap, with side pillar cap, Tetragonal pillar base & tri-angle base (metal), with linear connection base, tri-angle base and MB adjustable foot	2 pcs
CORNER POST 1.2 H	31 pcs
T-POST 1.2 H	9 pcs

TECHNICAL PROPOSAL FORM

**SOW of Supply, Delivery and Installation of Modular Partition at Personnel Division
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

T-POST 1.2 H	9 pcs
X-POST 1.2 H	9 pcs
END-POST 1.2 H	40 pcs
TABLE TOP - using particle board, laminated woodgrain finish top with pvc edging, with provision of one (1) grommet, 25 mm thickness, 140 (w) x 20 (d) cm	29 pcs
SIDE TABLE TOP - using particle board, laminated woodgrain finish top with pvc edging, with provision of one (1) grommet, 25 mm thickness, 90 (w) x 45 (d) cm	27 pcs
SIDE TABLE TOP - using particle board, laminated woodgrain finish top with pvc edging, with provision of one (1) grommet, 25 mm thickness, 70 (w) x 45 (d) cm	1 pc
SIDE TABLE TOP - using particle board, laminated woodgrain finish top with pvc edging, with provision of one (1) grommet, 25 mm thickness, 130 (w) x 45 (d) cm	1 pc

**SOW of Supply, Delivery and Installation of Modular Partition at Personnel Division
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

5. MODE OF PAYMENT

- 5.1. The ABC is Nine Hundred Ninety Eight Pesos (Php 998,000.00) inclusive of all applicable government taxes and charges;
- 5.2. The Service Provider shall not claim additional payments or damages for any delay or extra expense encountered during the installation or delivery of materials other than anticipated or different from those indicated;
- 5.3. In consideration of the services to be performed under this TOR, the DENR shall pay the Service Provider the contract amount, inclusive of all applicable taxes; and
- 5.4. Payment is given in full only after completion and acceptance of the project.

6. WARRANTY

- 6.1. The Service Provider shall issue a certificate of warranty, which ensures the duration the Project shall last, to the DENR as deemed necessary by the Director of Administrative Service or any authorized representative;
- 6.2. The response time for technical assistance shall be within 24 hours from receipt of notice for service, including repair and replacement; and
- 6.3. The DENR shall be notified in case the office address and contact details of the Service Provider change.

**SOW of Supply, Delivery and Installation of Modular Partition at Personnel Division
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

Prepared and Submitted by:


ENGR. RANDOLPH TIIN
Chief, Building Management Section-GSD

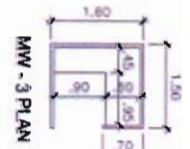
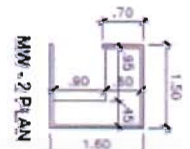
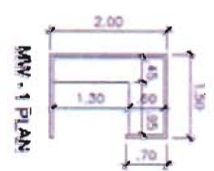
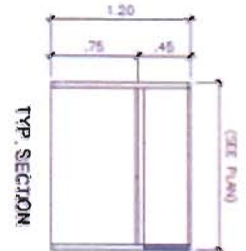
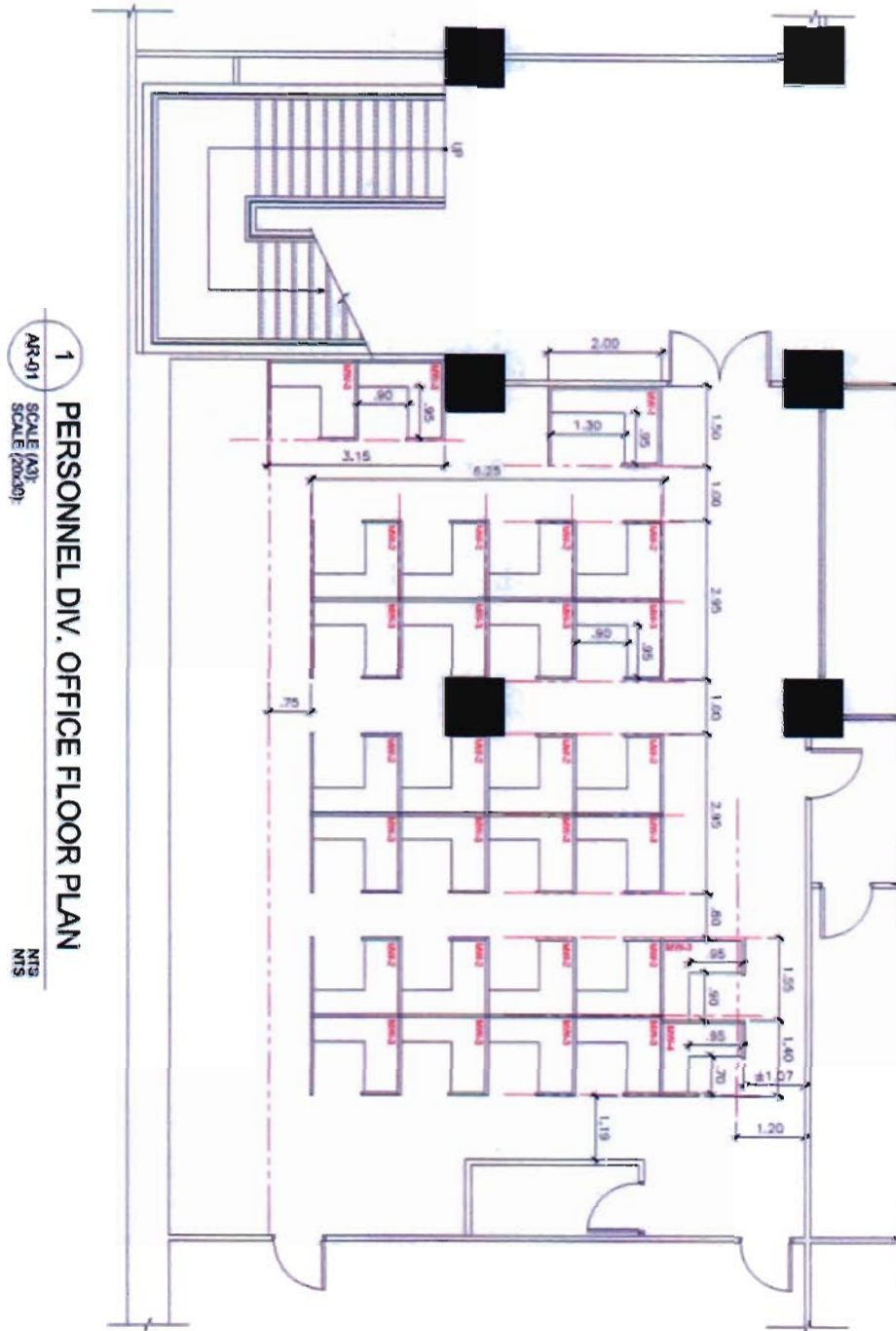
Noted by:


ENGR. GUILLERMO V. ESTIPONA JR.
OIC Chief, General Services Division

Approved By:


ROLANDO R. CASTRO
Director, Administrative Service

TECHNICAL PROPOSAL FORM



1 PERSONNEL DIV. OFFICE FLOOR PLAN
 AR-01 SCALE (A3)
 SCALE (20x20)
 MTS

Project Requirements/Terms and Conditions:

- 1) **Delivery/completion period:** within Thirty (30) calendar days from date of conformance to PO/Contract.
- 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 24 hours 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.

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 6 of 6)

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

Item No.	DESCRIPTION	QTY/ UNIT	ABC PRICE (₱)	BIDDER'S PRICE QUOTATION ((₱)
1	Supply, Delivery, and Installation of Modular Partition at Personnel Division	1 Lot	998,000.00	

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 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:

