



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



REQUEST FOR QUOTATION

P.R. NO:	2024-07-1832	MODE OF PROCUREMENT:	NP-SVP
P.R. DATE:	10 JUL 2024	REF. NO.:	RFQ-2024-229
END-USER:	SCIS-DCD	DATE PREPARED:	July 17, 2024
PRN:	<u>11060973</u>	CLOSING DATE/TIME:	July 22, 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>Subscription to Various Printing needs on, but not limited to, Tarpaulin, Sintraboard and Acrylic Sticker Boards for CY 2024</i>	1	lot	200,000.00

- 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.	Copy of Contract/PO or equivalent documents proof of at least five (5) years in the printing business.
f.	Certification that bidders have the equipment and facilities covering the duration of the project. Sub-contracting of any part of the project is NOT allowed;
g.	Copy of Contract/PO for current or recently completed contract for printing of materials on tarpaulin, sintraboards, acrylic and acrylic stickers, and other print surfaces;
h.	Submit related sample/s from previous project/s upon submission of quotation which shall be subjected to technical evaluation with due consideration of quality and cost.
i.	Duly conformed Terms of Reference.

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.

7. Open proposal/quotation must 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-2024-229.
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 *Jemi*

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Subscription to Various Printing needs on, but not limited to, Tarpaulin, Sintraboard and Acrylic Sticker Boards for CY 2024</i>	1 lot

TERMS OF REFERENCE

Subscription to services for printing needs on, but not limited to, tarpaulins, sintraboards, acrylic sticker boards, etc.

Qualification of the service provider:

1. Must be in the printing business for at least five (5) years;
2. Must have the equipment and facilities covering the duration of the project. **Sub-contracting of any part of the project is NOT allowed;**
3. **Must have a current or recently completed contract for printing of materials on tarpaulin, sintraboards, acrylic and acrylic stickers, and other print surfaces;**
4. Must have no record of unsatisfactory service performance in any previous transaction/s with the End-User;

Responsibilities of the service provider:

1. Must be able to submit related sample/s from previous project/s upon submission of quotation. **However, all submissions are subject to technical evaluation with due consideration of quality and cost.**
2. It is understood that by submitting a quotation, the service provider has the capability to quickly undertake required corrections/revisions;
3. It is understood that by submitting a quotation, the service provider commits to the timelines prescribed by the End-User;
4. In case the use of imported materials is needed, prescribed timelines and project details shall remain the same. **All fees relative to this shall be solely shouldered by the service provider.**

Period and place of delivery:

1. The service provider must coordinate with the End-User within two (2) calendar days upon receipt of the Notice of Award.
2. Printed materials must be directly delivered to the end-user in coordination with the Property and Supply Management Division-Supply Management Section (PSMD-SMS) for quantity checking and inspection.

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Subscription to Various Printing needs on, but not limited to, Tarpaulin, Sintraboard and Acrylic Sticker Boards for CY 2024</i>	1 lot

Contract duration:

1. A fixed amount of subscription is specified in the contract.
2. The contract duration for the subscription is reckoned from the receipt of the Notice to Proceed to December 31, 2024 or upon consumption of the amount of subscription based on the contract, whichever comes first.

Payment terms:

1. Payment for services rendered will be based on the amount stated in the Purchase Request.
2. Processing of payment is after delivery, inspection, and submission of required documentary requirements such as delivery receipt and invoice.
3. Payment shall be directly credited to the account of the service provider stated in the contract.

Conforme:

Signature over Printed Name

Name of Office

Noted by:


KARMELA BEATRIZ L. GALURA
Director, Strategic Communications *gr*

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.

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

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)	BIDDER'S PRICE QUOTATION (P)
	<i>Subscription to Various Printing needs on, but not limited to, Tarpaulin, Sintraboard and Acrylic Sticker Boards for CY 2024</i>	1 lot	200,000.00	

Note: Financial offer must not exceed the in the ABC.

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: _____