



REQUEST FOR QUOTATION

P.R. NO: 2024-06-1556 MODE OF PROCUREMENT: NP-Small Value Procurement
P.R. DATE: 18 JUNE 2024 REF. NO.: RFQ-2024-230
END-USER: DCD-SCIS DATE PREPARED: 17 JULY 2024
PRN: _____ CLOSING DATE/TIME: 22 JULY 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 (VAT INCLUSIVE)
PRODUCTION OF ENVIRONMENTAL FOR LIFE COLLATERALS	1	lot	417,500.00

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	
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, in case bidder submitted its PhilGEPS Registration Number only
c.	Notarized Special Power of Attorney/Board Resolution/Authorization as 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	
d.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Copy of Contract/PO or equivalent documents and proof of at least three (3) years in the printing business
f.	Certification that the bidder have the equipment and facilities to complete the project. Sub-contracting any part of the project is NOT allowed
g.	Copy of Contract/PO for current or previous contract of producing promotional collateral/s
h.	Submit sample/s from their related 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.

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. 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.
6. 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), 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 at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: GIANINA P. AGIR -RFQ-2024-230.**
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

Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
<i>Production of Environmental for Life Collaterals</i>		
1. DENR Ballpen	500 pcs	
2. Environmental for Life Notebook	500 pcs	
3. Environmental for Life Tumbler	500 pcs	
4. Environmental for Life Totebag	500 pcs	

TERMS OF REFERENCE
Production of Environment for Life collaterals

QUALIFICATION OF THE BIDDER:

1. Bidder must be in business for at least three (3) years;
2. Bidder must have the equipment and facilities to complete the project. **Sub-contracting any part of the project is NOT allowed;**
3. **Bidder must have a current or previous contract of producing promotional collateral/s;**
4. Bidder must have no previous record of unsatisfactory service performance in any previous transaction/s with the End-User within the year;

RESPONSIBILITIES OF THE BIDDER:

1. Bidder must be able to submit sample/s from their related previous project/s upon submission of Request for Quotation, to the BAC Secretariat;
2. Bidder must have the capability to quickly undertake the required corrections/revisions;
3. Bidder must be able to consistently commit to the timelines prescribed by the End-User;
4. In case the use of imported materials is needed, prescribed timeline and project details shall remain the same. **All fees relative to overseas transaction shall be solely handled by the bidder.**

PERIOD AND PLACE OF DELIVERY:

1. The bidder must submit product samples for approval based on the specifications provided which shall be subjected to the technical evaluation.
2. Submission of **first mockup/sample** produced based on the specifications must be within three (3) calendar days for approval of the End-user, reckoned from the receipt of the date of conformance to PO/Contract. In the event that the first mock-up is approved by the End-User, the supplier may proceed with the production.
3. Submission of the **final mockup/sample** produced must be within three (3) calendar days from receipt of the latest mock-up/sample;
4. **Partial delivery is allowed as requested by the End-User.**
5. Full delivery of the collateral/s shall be within fifteen (15) calendar days from receipt of PO/Contract. The supplier must directly inform the End-User of the date of delivery schedule.
6. The place of delivery shall be at the Property and Supply Management Division-Supply Management Section (PSMD-SMS) for quantity checking and inspection. The End-User must be PRESENT.

7. If there are deadline issues concerning the production, the supplier must submit a letter request for extension addressed to the Office of the Administrative Service, copy furnished the End-User.
8. **The End-User has the right to recommend approval/ disapproval to the PSMD during the acceptance process.** Issues/concerns observed/raised regarding the quality shall be addressed to the PSMD.
9. In case of misprint/defects or non-adherence to specifications, said items must be pulled out within three (3) working days and replaced within seven (7) calendar days reckoned from the date the items were pulled-out. **Pull-out and replacement shall be at no cost to the DENR.**

CONFORME:

Signature over Printed Name of Service Provider

NOTED BY:

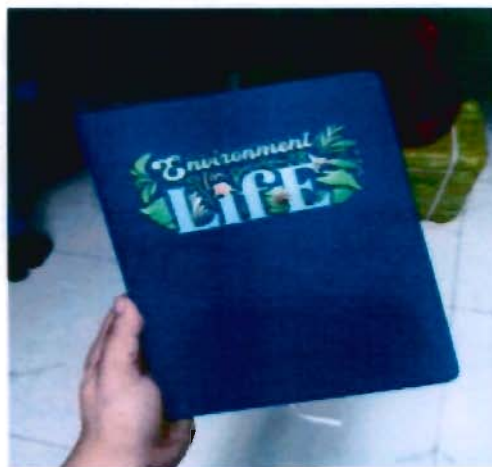

KARMELA BEATRIZ L. GALURA
Director, Strategic Communications

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Technical Specifications



Environment for life Canvas tote Bag
Materials: Canvas
Color: Canvas White
Printing: DTF Printing
Size: 13x16in flat



Environment for life notebook
Size: A5
Printing: UV Printing



DENR Ballpen
Printing: UV Printing



**Double Insulated
Tumbler**
Stainless Steel
(800 ml)

Environment for life Tumbler
Size: 800ml
Material: 18/8 Food grade stainless steel Sweat proof
BPA Free
Thermos Seal
Leak-proof
Flexible straw
Durable Handle
Superior Powder Coated Finish
Durable and Foldable Handle
Printing: UV Printing

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per attached 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	UNIT	TOTAL ABC (P)		BIDDER'S TOTAL PRICE QUOTATION (P)	
				Unit Cost	Total	Unit Cost	Total
	Production of Environmental for Life Collaterals						
1.	DENR Ballpen	500	Pcs	45.00	22,500.00		
2.	Environmental for Life Notebook	500	Pcs	180.00	90,000.00		
3.	Environmental for Life Tumbler	500	Pcs	430.00	215,000.00		
4.	Environmental for Life Totebag	500	pcs	180.00	90,000.00		
TOTAL					417,500.00		

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:

