



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



**REQUEST FOR QUOTATION**

<b>P.R. NO:</b>	<b>2024-07-1875</b>	<b>MODE OF PROCUREMENT:</b>	<b>SHOPPING</b>
<b>P.R. DATE:</b>	<b>15 JUL 2024</b>	<b>REF. NO.:</b>	<b>RFQ-2024-231</b>
<b>END-USER:</b>	<b>OASEC FOR INTERNATIONAL AFFAIRS</b>	<b>DATE PREPARED:</b>	<b>July 18, 2024</b>
<b>PRN:</b>	<u>11065407</u>	<b>CLOSING DATE/TIME:</b>	<b>July 22, 2024 10:00 AM</b>

- 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>Supply and Delivery of Various Office Supplies and Other Materials</i>	1	lot	92,285.60

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

<b>A. ELIGIBILITY DOCUMENTS</b>	
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); <b>OR</b> 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)
<i>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</i>	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
d.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	<b>Brochure or Technical Data Sheet</b> of the Item Being Offered.

**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), Basement, DENR-Main Building and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto: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.
- If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFQ-2024-231.
- 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

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A** (Page 1 of 6)

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty	Brand/Model No. of the item being offered:
<b><i>Supply and Delivery of Various Office Supplies and Other Materials</i></b>		<b>1 lot</b>	
1.	Multicopy Paper; 70gsm, A4 500 sheets	24 reams	
2.	Multicopy Paper; 70gsm, Legal 500 sheets	24 reams	
3.	Metal Tray Mesh; 3 layers	7 pcs	
4.	Masking Tape; 18mm	24 rolls	
5.	Masking Tape; 24mm	24 rolls	
6.	Scotch Tape; 18mm	24 rolls	
7.	Scotch Tape; 24mm	24 rolls	
8.	Clear Packaging Tape	24 rolls	
9.	Filing Box; 125mm x 230mm x 400mm	24 pcs	
10.	Gel Pen, 0.5mm; Black	48 pcs	
11.	Gel Pen, 0.5mm; Blue	48 pcs	
12.	Gel Pen, 0.5mm; Red	48 pcs	
13.	Sticky Notes, Sign Here 50 pulls; 25 x 43mm	24 packs	
14.	Correction Tape	48 pcs	
15.	Permanent Marker; Black; Broad	24 pcs	
16.	Push Pins; 100pcs/box; Assorted Color	12 boxes	
17.	Tissue Paper; 12 rolls per pack; 3 ply	24 packs	
18.	Liquid Hand Soap; 225ml	24 bottles	
19.	Toilet and Bowl Cleaner; Bleach; 900ml	24 bottles	
20.	Surgical Face Mask; 3 ply; 50pcs/box	50 boxes	
21.	Tornado Mop and Spin Dry Bucket Set	1 pc	
22.	Adhesive Wall Hook; 2pcs/pack	12 pcs	
23.	Dishwashing Liquid; 475ml	24 bottles	

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Supply and Delivery of Various Office Supplies and Other Materials</i>	1 lot

<p><b>Item:</b> Bond Paper (A4)  <b>Description:</b> HardCopy Bond Paper Substance 20 A4 500 Sheets 70 gsm</p> 	<p><b>Item:</b> Masking Tape  <b>Description:</b> Masking Tape 24 MM</p> 
<p><b>Item:</b> Bond Paper (Legal)  <b>Description:</b> HardCopy Copy paper Long 70GSM</p> 	<p><b>Item:</b> Scotch Tape  <b>Description:</b> Scotch Tape 18 MM</p> 
<p><b>Item:</b> Metal Tray Mesh 3 layer  <b>Description:</b> Black, 3 layers legal Size</p> 	<p><b>Item:</b> Scotch Tape  <b>Description:</b> Scotch Tape 24 MM</p> 
<p><b>Item:</b> Masking Tape  <b>Description:</b> Masking Tape 18 MM</p> 	<p><b>Item:</b> Clear Packaging tape  <b>Description:</b> Packaging Tape Clear 48mmx30m</p> 
	<p><b>Item:</b> Filing Box  <b>Description:</b> File box 125 MM x 230 MM x400 MM</p> 





Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Supply and Delivery of Various Office Supplies and Other Materials</i>	1 lot

<p><b>Item:</b> DONG-A My Gel Ballpen Black <b>Description:</b> DONG-A MY GEL GEL PEN BLACK 0.5 MM</p> 	<p><b>Item:</b> Pilot Permanent Marker Black <b>Description:</b> Pilot Permanent Marker Scb Black Broad</p> 
<p><b>Item:</b> DONG-A My Gel Ballpen Blue <b>Description:</b> DONG-A MY GEL GEL PEN BLACK 0.5 MM</p> 	<p><b>Item:</b> Push Pins <b>Description:</b> Uk Office Push Pin Pp100 100S Assorted Color</p> 
<p><b>Item:</b> DONG-A My Gel Ballpen Red <b>Description:</b> DONG-A MY GEL GEL PEN Red 0.5 MM</p> 	<p><b>Item:</b> Tissue <b>Description:</b> Sanicare Bathroom Tissue 3 Ply 600 Sheets   12S</p> 
<p><b>Item:</b> Sticky Notes Sign Here <b>Description:</b> Sign Here; 50 pulls, 25X43 MM</p> 	<p><b>Item:</b> Hand Soap <b>Description:</b> Safeguard Pure White Liquid Hand Soap 225mL</p> 
<p><b>Item:</b> Correction Tape <b>Description:</b> Correction Tape J-805 5 m x 4.5m</p> 	<p><b>Item:</b> Toilet Bowl and Floor Cleaner <b>Description:</b> DOMEX ULTRA THICK BLEACH TOILET CLEANER CLASSIC 900ML BOTTLE</p> 

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty
	<i>Supply and Delivery of Various Office Supplies and Other Materials</i>	1 lot

<p><b>Item:</b> Surgical Face Mks <b>Description:</b> Face Mask Surgical 3-ply Disposable 50 pieces</p> 	<p><b>Item:</b> Dishwashing Liquid <b>Description:</b> Joy Dishwashing Liquid Lemon Bottle 475ml</p> 
<p><b>Item:</b> Tornado Mop <b>Description:</b> Home Gallery Tornado Mop &amp; Spin Dry Bucket Set (ZT-30)</p> 	<p><b>Item:</b> Handheld Cutter <b>Description:</b> Tolsen Handheld Cutter Big Snap-Off Blade Knife ABS Case 30001 18x100mm - School &amp; Office Supplies</p> 
<p><b>Item:</b> Hook <b>Description:</b> BROGRUND Hook Stainless Steel</p> 	

**Project Requirements/Terms and Conditions:**

- Delivery/completion** period: within fifteen (15) calendar days from receipt of Purchase Order.
- Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 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
- DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
- 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.
- Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
- Payment shall be made in accordance with the Government Terms
- 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.
- Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A** (Page 5 of 6)

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

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
			Unit Price	Total Price	Unit Price	Total Price
	<i>Supply and Delivery of Various Office Supplies and Other Materials</i>	1 lot				
1.	Multicopy Paper; 70gsm, A4 500 sheets	24 reams	347.20	8,332.80		
2.	Multicopy Paper; 70gsm, Legal 500 sheets	24 reams	396.20	9,508.80		
3.	Metal Tray Mesh; 3 layers	7 pcs	630.00	4,410.00		
4.	Masking Tape; 18mm	24 rolls	47.60	1,142.40		
5.	Masking Tape; 24mm	24 rolls	142.80	3,427.20		
6.	Scotch Tape; 18mm	24 rolls	215.00	5,160.00		
7.	Scotch Tape; 24mm	24 rolls	175.00	4,200.00		
8.	Clear Packaging Tape	24 rolls	81.20	1,948.80		
9.	Filing Box; 125mm x 230mm x 400mm	24 pcs	182.00	4,368.00		
10.	Gel Pen, 0.5mm; Black	48 pcs	40.60	1,948.80		
11.	Gel Pen, 0.5mm; Blue	48 pcs	40.60	1,948.80		
12.	Gel Pen, 0.5mm; Red	48 pcs	40.60	1,948.80		
13.	Sticky Notes, Sign Herel 50 pulls; 25 x 43mm	24 packs	250.00	6,000.00		
14.	Correction Tape	48 pcs	50.00	2,400.00		
15.	Permanent Marker; Black; Broad	24 pcs	58.80	1,411.20		
16.	Push Pins; 100pcs/box; Assorted Color	12 boxes	70.00	840.00		
17.	Tissue Paper; 12 rolls per pack; 3 ply	24 packs	400.00	9,600.00		
18.	Liquid Hand Soap; 225ml	24 bottles	120.00	2,880.00		
19.	Toilet and Bowl Cleaner; Bleach; 900ml	24 bottles	210.00	5,040.00		
20.	Surgical Face Mask; 3 ply; 50pcs/box	50 boxes	130.00	6,500.00		



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**Annex A** (Page 6 of 6)

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

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
			Unit Price	Total Price	Unit Price	Total Price
	<i>Supply and Delivery of Various Office Supplies and Other Materials</i>	1 lot				
21.	Tornado Mop and Spin Dry Bucket Set	1 pc	1,950.00	1,950.00		
22.	Adhesive Wall Hook; 2pcs/pack	12 pcs	350.00	4,200.00		
23.	Dishwashing Liquid; 475ml	24 bottles	130.00	3,120.00		
				<b>Grand Total: 92,285.60</b>		

*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 AUTHORIZED REPRESENTATIVE

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telefax No.: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_