

Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City Tel. No.: (02) 8249-3367 | (02) 8248-3367

REQUEST FOR QUOTATION

P.R. NO:

2024-07-1977

MODE OF PROCUREMENT:

Shopping

P.R. DATE:

29 JULY 2024

REF. NO.:

RFQ-2024-249

END-USER:

PRN:

ACCOUNTING DIVISION

DATE PREPARED: CLOSING DATE/TIME: 01 AUGUST 2024 06 AUGUST 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)
SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT, OTHER SUPPLIES AND MATERIALS	1	LOT	191,049.00

- 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
	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with
a.	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 OR application for Business /Mayor's Permit with
b.	attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2024 Business/Mayor's permit.
C.	Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for
	six (6) months (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")
e.	Brochures (original or internet download) of the item being offered showing compliance with the required
<u> </u>	technical specifications.

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, DENR Compound 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-2024-249.
- 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.

Chief, Procurement Met. Section-PSMD &

Head, BAC Secretariat

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Technical Proposal Form

Required Technical Specifications

Item No.	Description / Technical Specifications	Quantity	Brand/Model of item being offer(N/A if not applicable)
1	Alcohol, 70% isopropyl 500ml, hypoallergenic with moisturizer	60 bottle	
2	Correction Tape,5mm x 12m	60 pcs	
3	Envelope, expanding plastic with handle, legal, transparent, color blue	10 pcs	
4	File Organizer/Expanding File with handle long, 12 pockets, Push lock with tab puzzle design, black lining L4301, color Green or Blue	10 pcs	
5	Page Marker 670-5AN ½" x 2"	30 pack	
6	Paper, Multicopy, A4, 80gsm	210 reams	
7	Paper, Multicopy, Legal, 80gsm	60 reams	
8	Soft Grips/Writing Grips, 5pcs/pack	10 pack	
9	Storage File Box with Lid, made of chipboard/hardbound for legal size documents, color Navy Blue or Black	15 box	
10	Tape Transparent/Utility Clear 24mm x 30m	24 roll	
11	Extension Cord, with 3 gang Universal Outlet with 3 usb port and surge protection	7 pcs	
12	Mouse, Bluetooth Wireless (Dual mode wireless mouse silent edition)	5 pcs	
13	Stapler with remover, no. 35, 30 sheets stapling capacity, heavy duty	10 pcs	
14	Corkboard with wooden frame, size 2x3 feet	1 pc	
15	Rice Cooker with steamer and Aluminum cover – 2.8 liter, 16 cups, 4 in 1 monolithic multi-cooker	1 unit	
16	Tower Fan with Ionizer – silver vacuum coated, 8 speed, 40 watts, fan speed: 1425 rpm, with remote control, 90 degrees oscillation, 4 hours timer, sleep/breeze function, LCD display panel, height 0.8 meters/32 inches, color silver	3 unit	
17	UPS – BV 650VA, AVR Universal Outlet, 230V (BV650I-MS)	6 unit	-
18	Headset – Quantum 100 wired over-ear gaming headset with datable mic.	5 unit	
19	Computer USB Webcam – widespread HD 720p/30fps, auto light correction, mono noise reducing mic, firm mounting option	3 unit	

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				ATION FOR				
Item	DESCRIPTION	QTY	TOTAL		TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
No.				Unit Cost	Total	Unit Cost	Total	
	SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT, OTHER SUPPLIES AND MATERIALS							
1.	Alcohol, 70% isopropyl 500ml, hypoallergenic with moisturizer	60	bottle	108.00	6,480.00			
2.	Correction Tape,5mm x 12m	60	pcs	46.00	2,760.00			
3.	Envelope, expanding plastic with handle, legal, transparent, color blue	10	Pcs	98.00	980.00			
4.	File Organizer/Expanding File with handle long, 12 pockets, Push lock with tab puzzle design, black lining L4301, color Green or Blue	10	Pcs	414.00	4,140.00			
5.	Page Marker 670-5AN ½" x 2"	30	Pack	304.00	9,120.00			
6.	Paper, Multicopy, A4, 80gsm	210	Ream	300.00	63,000.00			
7.	Paper, Multicopy, Legal, 80gsm	60	Ream	328.00	19,680.00			
8.	Soft Grips/Writing Grips, 5pcs/pack	10	Pack	68.00	680.00			
9.	Storage File Box with Lid, made of chipboard/hardbound for legal size documents, color Navy Blue or Black	15	Вох	475.00	7,125.00			
10.	Tape Transparent/Utility Clear 24mm x 30m	24	Roll	54.00	1,296.00			
11.	Extension Cord, with 3 gang Universal Outlet with 3 usb port and surge protection	7	Pcs	885.00	6,195.00			
12.	Mouse, Bluetooth Wireless (Dual mode wireless mouse silent edition)	5	Pcs	804.00	4,020.00			
13.	Stapler with remover, no. 35, 30 sheets stapling capacity, heavy duty	10	Pcs	290.00	2,900.00			
14.	Corkboard with wooden frame, size 2x3 feet	1	Pc	673.00	673.00			
15.	Rice Cooker with steamer and Aluminum cover – 2.8 liter, 16 cups, 4 in 1 monolithic multi- cooker	1	unit	3,100.00	3,100.00			

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16.	Tower Fan with Ionizer – silver vacuum coated, 8 speed, 40 watts, fan speed: 1425 rpm, with remote control, 90 degrees oscillation, 4 hours timer, sleep/breeze function, LCD display panel, height 0.8 meters/32 inches, color silver	3	Unit	5,600.00	16,800.00	
17.	UPS – BV 650VA, AVR Universal Outlet, 230V (BV650I-MS)	6	Unit	4,600.00	27,600.00	
18.	Headset – Quantum 100 wired over-ear gaming headset with datable mic.	5	Unit	2,000.00	10,000.00	
19.	Computer USB Webcam – widespread HD 720p/30fps, auto light correction, mono noise reducing mic, firm mounting option	3	unit	1,500.00	4,500.00	

Project Requirements/Terms and Conditions:

- 1. **Delivery/completion** period: : within fifteen (15) calendar days from the date of conformance to the 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 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.

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:	<u> </u>	
	Email Address:		
	Telefax No.:		
	Mobile Number:		

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