



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



**REQUEST FOR QUOTATION**

<b>P.R. NO:</b>	<b>2024-08-2049</b>	<b>MODE OF PROCUREMENT:</b>	<b>NP-Small Value Procurement</b>
<b>P.R. DATE:</b>	<b>05 August 2024</b>	<b>REF. NO.:</b>	<b>AMP-RFQ-2024-264</b>
<b>END-USER:</b>	<b>FASPS-PMED-KM</b>	<b>DATE PREPARED:</b>	<b>August 08, 2024</b>
<b>PRN:</b>	_____	<b>CLOSING DATE/TIME:</b>	<b>August 16, 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)
Printing of Banner Cloth (Exhibit Materials)	1	LOT	11,150.00

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

A. ELIGIBILITY DOCUMENTS	
i.	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;
ii.	Valid and Current Mayor's/Business Permit for CY 2024;
iii.	Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months.
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A");
v.	Bidder shall submit list of own equipment and facilities covering the duration of the project. Sub-contracting of any part of the project is NOT allowed;
vi.	Bidder shall submit proof that the company is in printing business of various forms, tarpaulins, sintra board, and the likes for at least one (1) year;
vii.	Bidder shall submit brochure/printed sample from previous project/s.

**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.

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), 2<sup>nd</sup> Floor, 2-Storey Warehouse, DENR Compound 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/Ms. Gianina P. Agir at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-264.**
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

Printing of Banner Cloth (Exhibit Materials)

**TERMS OF REFERENCE  
FOR THE PROCUREMENT OF PRINTING SERVICES  
FOR THE FASPS LGIS STAGE DESIGN**

**Budget : Php 11,150.00**

**Objective :**

As part of the knowledge-sharing initiatives of Foreign-Assisted and Special Projects Service (FASPS), and to increase public awareness of the lessons learned, good practices, innovations and success stories (LGIS) of foreign-assisted projects (FAPs), we will be conducting the FASPS Forum on Lessons Learned, Good Practices, Innovations, and Success Stories with the theme: "Conserving Diversity, Cultivating Change: Caraga's Path to Biodiversity Resilience" on August 26-29, 2024. To be able to set the tone for the forum and highlight the impact of project interventions to biodiversity, printing a banner cloth backdrop is ideal and sustainable. The material will also be displayed in various events/occasions of the Department to react to a wider audience.

**Target Audience:**

- Oversight agencies, industry partners, private sector, media, academe
- DENR Officials (Central Office, Bureaus, Attached Agencies and Regional Offices)
- DENR - FASPs Project Management Offices and Project Implementing Units
- FASPS Officials, Project Officers, M&E Officers and Finance Officers
- People's Organizations, Communities, LGUs

**Technical Specifications and Scope of Work: Banner Cloth Printing**

<b>Banner Cloth</b>			
Pcs:	4	2	1
Size:	1 x 2 meters	1.5 x 2.5 meters	1.15 x 2.25 meters
Fabric:	Light canvass		
Color:	Full color		
Print:	Digital print		
Others:	With pocket top & bottom With aluminum rod top & bottom		

## Description / Technical Specifications

Printing of Banner Cloth (Exhibit Materials)


**Instruction to Supplier:**

- All materials (electronic files and photos) sent to the supplier for production shall be turned over to DENR-FASPS five (5) calendar days after production/delivery.
- The DENR-FASPS shall supply the Adobe/JPEG/PNG format with the expected look.
- The supplier must submit a list of printing equipment which they own.
- The DENR-FASPS representative/s must be allowed to visit the press and inspect the equipment before awarding the project to ensure that the bidder can deliver the requirements.
- The supplier shall allow DENR-FASPS representative/s to conduct press work during the production of the kit.
- The supplier shall be required to bring/show sample materials to be used for production. The final output shall be delivered to FASPS 10 days after file turnover by DENR-FASPS.


**Terms of Payment:**

The amount in Pesos shall be inclusive of any all taxes to be paid to the government. DENR-FASPS shall pay the Supplier **ELEVEN THOUSAND ONE HUNDRED FIFTY PESOS (Php 11,150.00)**.

We invite bids from bidders with at least one (1) year experience in the business operation for the printing of various forms, tarpaulins, sintra board, and the likes.

**Prepared by:**

**JESLINA B. GOROSPE**  
Chief, PMED-FASPS

**Approved by:**

**AL O. OROLFO, Ph.D., CESO III**  
Director, FASPS

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: Five (5) calendar days upon receipt of the electronic files from DENR-FASPS.
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.**

<b>FINANCIAL QUOTATION FORM (PRICE MUST BE VAT INCLUSIVE)</b>							
Item No.	DESCRIPTION	QTY	UNIT	ABC per Unit (P)	Total ABC per Unit (P)	BIDDER'S PRICE QUOTATION (P)	
						Unit cost	Total
	<b>Printing of Banner Cloth (Exhibit Materials)</b>						
1	Banner Cloth 1 x 2 meters	4	pcs	1,300.00	5,200.00		
2	Banner Cloth 1.5 x 2.5 meters	2	pcs	2,200.00	4,400.00		
3	Banner Cloth 1.15 x 2.25 meters	1	pc	1,550.00	1,550.00		
	<b>Grand Total:</b>				<b>11,150.00</b>		

**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: \_\_\_\_\_

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