



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



REQUEST FOR QUOTATION

P.R. NO:	2024-08-2159	MODE OF PROCUREMENT:	NP-Small Value Procurement
P.R. DATE:	14 August 2024	REF. NO.:	AMP-RFQ-2024-275
END-USER:	KISS-NIMD	DATE PREPARED:	August 21, 2024
PRN:	<u>11181754</u>	CLOSING DATE/TIME:	August 27, 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)
Subscription of CANVA for Teams of DENR-Central Office	33	LIC.	165,000.00

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

A. ELIGIBILITY DOCUMENTS	
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) OR 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.
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A");

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), 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/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-275.**
- 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

Subscription of CANVA for Teams of DENR-Central Office

TERMS OF REFERENCE

As of 08 August 2024

Subscription of Canva for Teams for the Department and Natural Resources-Central Office (DENR-CO)

I. RATIONALE

To aim to acquire graphic design platform that provides tools for creating graphics, presentation, infographics/flyers for the various offices for the Department of Environment and Natural Resources.

II. APPROVED BUDGET

The total ABC for the project is **PhP165,000.00** inclusive of all applicable government taxes and service charges allocated under continuing funds CY 2024.

III. PROJECT DESCRIPTION

This procurement involves provisioning thirty-three (33) Canva accounts valid for one (1) year for the DENR.

IV. DELIVERY PERIOD AND PLACE OF DELIVERY

The winning supplier shall supply and deliver a Certificate of Subscription for the project requirements at the DENR Central Office, through Supply Management Section-Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City within **ten (10) working days** from receipt of Purchase of Order */Contract*.


V. TERMS OF PAYMENT

Payment shall be made after completion of the project as detailed below:

Timeline	Project Deliverables	Documentary Requirements
Within teen (10) working days from receipt of Purchase Order <i>/contract</i>	<ul style="list-style-type: none"> Proof of Certificate of Subscription 	<ul style="list-style-type: none"> Delivery Receipt received by SMS-PSMD. Certificate of Subscription Certificate of Inspection and Acceptance issued by DENR. Billing Statement or Sales invoice.

Prepared by:


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 Administrative Assistant III
 KISS-NIMD


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Reviewed by:


EUGENE C. DE GUZMAN
 OIC-Chief
 KISS-NIMD

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: Refer to Terms of Reference (TOR).
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	ABC per Unit (P)	Total ABC per Unit (P)	BIDDER'S PRICE QUOTATION (P)	
						Unit cost	Total
1	Subscription of CANVA for Teams of DENR-Central Office	33	lic	5,000.00	165,000.00		
Grand Total:					165,000.00		

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:

