



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



**REQUEST FOR QUOTATION**

P.R. NO: 2024-09-2460                      MODE OF PROCUREMENT: SHOPPING  
P.R. DATE: 13 September 2024              REF. NO.: RFQ-2024-325  
END-USER: OD-IPCBARMMA                  DATE PREPARED: September 20, 2024  
PRN: \_\_\_\_\_                                  CLOSING DATE/TIME: September 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)
Supply and Delivery of Various Office Supplies and Materials	1	lot	10,775.40

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

A. ELIGIBILITY DOCUMENTS	
1.	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
2.	Valid and Current Mayor's/Business Permit for CY 2024
<b>Notes:</b>	
1. Previously submitted Eligibility Documents that remain Valid until the closing date, do not need to resubmitted by the bidder(s)	
2. If Annex A documents in the PHILGEPS Platinum Registration are valid, the Business/Mayor's Permit is not required.	
3. If the Business/Mayor's Permit has expired, the bidder may submit the official receipt (OR) for renewal with the expired permit renewal application is within the three (3) months from the permits expiration	
4. Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	Brochures/Technical Specification (Original or Internet Download) of the item being offered showing compliance with the required technical specifications.

**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 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: JELYN STA. ANA - RFQ-2024-325.**
- 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

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Brand/Model No. of the item being offered:
	<i>Supply and Delivery of Various Office Supplies and Materials</i>	
1.	Ballpen 0.5 (Black)	
2.	Ballpen 0.5 (Blue)	
3.	Ballpen 0.5 (Red)	
4.	Sign pen 0.7 (Black)	
5.	Sign pen 0.7 (Blue)	
6.	Ballpen Retractable Hi-Tech Point Roller 0.5 (Black)	
7.	Ballpen Retractable Hi-Tech Point Roller 0.5 (Blue)	
8.	Permanent Marker - Broad (Black)	
9.	Pencil	
10.	Notepad, Stick on 50mm x 75mm (2" x 3")	
11.	Notepad, Stick on 76mm x 100mm (3" x 4")	
12.	Tissue, 2-ply, 12 rolls per bag	
13.	Paper Clips 33mm	
14.	Paper Clips 50mm	
15.	Stamp Pad (Violet)	

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion period:** within twenty (20) calendar days from receipt of Purchase Order.
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 PRICE QUOTATION (P)	
				Unit Price	Total Price	Unit Price	Total Price
1.	Ballpen 0.5 (Black)	30	pieces	12.00	360.00		
2.	Ballpen 0.5 (Blue)	30	pieces	12.00	360.00		
3.	Ballpen 0.5 (Red)	10	pieces	12.00	120.00		
4.	Sign pen 0.7 (Black)	20	pieces	73.50	1,470.00		
5.	Sign pen 0.7 (Blue)	20	pieces	73.50	1,470.00		
6.	Ballpen Retractable Hi-Tech Point Roller 0.5 (Black)	30	pieces	60.20	1,806.00		
7.	Ballpen Retractable Hi-Tech Point Roller 0.5 (Blue)	30	pieces	60.20	1,806.00		
8.	Permanent Marker - Broad (Black)	20	pieces	46.20	924.00		
9.	Pencil	3	pieces	109.00	327.00		
10.	Notepad, Stick on 50mm x 75mm (2" x 3")	10	pieces	60.00	600.00		
11.	Notepad, Stick on 76mm x 100mm (3" x 4")	10	pieces	60.00	600.00		
12.	Tissue, 2-ply, 12 rolls per bag	4	bags	138.60	554.40		
13.	Paper Clips 33mm	5	boxes	25.20	126.00		
14.	Paper Clips 50mm	5	boxes	42.00	210.00		
15.	Stamp Pad (Violet)	1	piece	42.00	42.00		
<b>Grand Total:</b>					<b>10,775.40</b>		

*Note: The ABC is inclusive of VAT. Proposals exceeding the ABC will not be accepted. Each line items ABC must also not be exceed, if any.*

**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.

<p align="center"><b>NAME OF COMPANY (IN PRINT)</b></p> <hr/> <p><b>ADDRESS:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p align="center"><b>SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE</b></p> <hr/> <p><b>Designation:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Email Address:</b> _____</p> <p><b>Telefax No.:</b> _____</p> <p><b>Mobile Number:</b> _____</p>
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