



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



REQUEST FOR QUOTATION

P.R. NO: 2024-09-2542 MODE OF PROCUREMENT: NP-Small Value Procurement
P.R. DATE: 20 September 2024 REF. NO.: RFQ-2024-339
END-USER: SCIS DATE PREPARED: 24 September 2024
PRN: _____ CLOSING DATE/TIME: 30 September 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 (P) (VAT INCLUSIVE)
Rental of Laptop for the Asia-Pacific Conference on Disaster Risk Reduction (APMCDRR)	1	LOT	990,000.00

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	
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); or PhilGEPS Registration Number
2.	Valid and Current Mayor's/Business Permit for CY 2024
<i>Note: 1.Previously submitted Eligibility Documents that remain valid until the closing date do not need to be re-submitted 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, provided that the renewal application is within the three (3) months from the permit's expiration. 4.Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months. (If applicable)</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	For ABCs above Php500,000.00, duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form with attached: a) Notarized Special Power of Attorney, if sole proprietor opts to appoint a representative; or Notarized Secretary's Certificate/Board Resolution evidencing the authority of the designated representative/s for corporations;
5.	For ABCs above Php500,000.00, 2023 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payment Systems (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months);

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/Ms. Gianina P. Agir at the same contact details.
8. If thru email, kindly indicate in the subject ATTENTION: GIANINA P. AGIR - RFQ-2024-339.
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

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Technical Proposal Form

Item No.	Description / Technical Specifications	Compliance (write "COMPLY" on the space provided)
1.	Rental of Laptop for the Asia-Pacific Conference on Disaster Risk Reduction (APMCDRR)	



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TERMS OF REFERENCE

As of 18 September 2024

RENTAL OF LAPTOP COMPUTERS FOR ASIA PACIFIC CONFERENCE ON DISASTER RISK REDUCTION (APMCDRR)

I. RATIONALE

The Department of Environment and Natural Resources shall undertake the hosting of the forthcoming Asia Pacific Conference on Disaster Risk Reduction scheduled for October 14th through 18th, 2024, at the PICC Complex located in Pasay City. In order to ensure the seamless execution of the conference, the Department requires Information and Communications Technology (ICT) equipment, specifically laptop computers, for utilization within the media room of said conference. The purpose of this procurement is to secure the rental of laptop computers essential for the successful facilitation of the Asia Pacific Conference on Disaster Risk Reduction.

II. APPROVED BUDGET

The total ABC for the procurement is Php 990,000.00 inclusive of all applicable government taxes and service charges.

III. SCOPE OF SERVICES

The prospective bidder shall perform the following:

1. Provide sixty (60) laptop computers for the duration of the event from October 10 - October 18 with the following minimum technical specifications:

Minimum Technical Specifications	
Sixty (60) Laptop	
Processor	At least latest Intel Processor
Operating System	Windows 11 Pro
Display Resolutions	14 Inches FHD (1920x1080) Anti-Glare non Touch
Camera	Full HD Tempo
Memory	16GB Memory
Storage	512 SSD
Software	License MS 365
Accessories	Mouse and Carrying Bag

2. Provide on-call remedial maintenance service-repair, adjustment or replacement of defective part/s and.
3. Provide maintenance service-cleaning, repair, adjusting and testing to ensure that the laptop computers are in good working condition.

Approved By:


KARMELA BEATRIZ L. GALLURA
Director for Strategic Communications

Project Requirements/Terms and Conditions:

1. Delivery/completion period: as per attached Terms of Reference
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)
					TOTAL
1	Rental of Laptop	1	lot	990,000.00	

Note: The ABC is inclusive of VAT. Proposals exceeding the ABC will not be accepted. Each line item's ABC must also not be exceeded, 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.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
 Date: _____
 Email Address: _____
 Telefax No.: _____
 Mobile Number: _____