



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



REQUEST FOR QUOTATION

P.R. NO: 2024-09-2434 MODE OF PROCUREMENT: NP-SVP
P.R. DATE: 13 September 2024 REF. NO.: RFQ-2024-343
END-USER: FASPS – PMED-KM UNIT DATE PREPARED: 25 September, 2024
PRN: 11293225 CLOSING DATE/TIME: 30 September, 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)
PRINTING OF FASPS NOTEBOOK 2025	1	lot	350,000.00

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

A. ELIGIBILITY DOCUMENTS	
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
Note:	
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 permit's 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.	Submit proof at least three (3) years continues experience in business operation for the printing of various forms, manuals, newsletter, annual reports, calendars and the likes.
5.	Duly Conformed Terms of Reference

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-2024-343**.
- 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
	<i>PRINTING OF FASPS NOTEBOOK 2025</i>

**TERMS OF REFERENCE FOR THE
PROCUREMENT OF PRINTING SERVICES FOR THE
FASPS NOTEBOOK 2025**

Approved Budget for the Contract : Php 350, 000.00

Objective/s :

The FASPS 2025 Notebook aims to promote and showcase the accomplishments and activities of selected foreign-assisted and special projects (FASPs) overseen by the Foreign-Assisted and Special Project Service (FASPS) of the Department of Environment and Natural Resources (DENR).

The notebook specifically aims to:

1. Disseminate accurate project information in an effort to promote transparency;
2. Generate awareness on the current status of FASPs and its expanding role and impact to the country's sustainable growth, and
3. Generate support from funding institutions and decision-makers in government by leveraging the project's success and effects on the communities within its scope



Target Audience:

- DENR Officials (Central Office, Bureaus, Attached Agencies and Regional Offices)
- Development Partners
- DENR-FASPs Project Management Offices and Project Implementing Units
- FASPs Implementing Agencies
- FASPS Project Officers, M & E Officers and Finance Officers
- FASPs Project Beneficiaries

Technical Specifications and Scope of Work :

SPECIFICATIONS	
Size	Inside - 210 mm x 148 mm Tabs - 210 mm x 148 mm (20mm x 158 mm ears) Cover - 220 mm x 168 mm
Binding	Hardbound and wire-o with matte and spot UV lamination on cover
Paper Stock	Inside - 90gsm matte bookpaper Tabs - c2s 220gsm card stock (6 leaves)
Print	Full color, all pages, tabs and cover
Process	Offset printing
Pages	100 leaves excluding cover and tabs
Quantity	1,000 pcs.
Others	Files supplied by client

Technical Proposal Form

Item No.	Description / Technical Specifications
	PRINTING OF FASPS NOTEBOOK 2025
1.	<p>Instruction to Supplier:</p> <ul style="list-style-type: none"> • The DENR-FASPS shall supply the FASPS Notebook files in Adobe InDesign, MS Publisher and/or Adobe PDF formats. Within fifteen (15) calendar days from execution of contract. • 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 notebook. • The supplier shall be required to submit a proof (mock-up) based on final approved files for computer to plate service or laser printout for color separation/negative output services for approval of DENR-FASPS prior to actual printing of the notebook fifteen (15) calendar days after turnover of file. • The final output of the notebook shall be delivered to FASPS within fifteen (15) calendar days after approval of proof/laser printout (mock-up) by DENR-FASPS. <p>Qualification of the Bidders:</p> <p>Bidders must have at least three (3) years continues experience in business operation for the printing of various forms, manuals, newsletter, annual reports, notebooks and the likes.</p> <p>Terms of Payment</p> <p>Payment for the project shall be made in a one-time, lump-sum amount upon successful completion and final acceptance of DENR-FASPS, subject to all applicable government taxes.</p> <p>Prepared by:  JESLINA B. GOROSPE Chief, PMED-FASPS</p> <p>Approved by:  AL O. GROLFO, Ph.D., CESO III Director, FASPS</p>

Project Requirements/Terms and Conditions:

1. **Delivery/completion period:** as per 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)	
				Unit Price	Total Price	Unit Price	Total Price
1.	PRINTING OF FASPS NOTEBOOK 2025	1000	pcs	350.00	350,000.00		
Grand Total:					350,000.00		

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 PQ/ Contract is prepared and signed, this quotation is binding on us.

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