



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



REQUEST FOR QUOTATION

P.R. NO: 2024-09-2435
P.R. DATE: 13 September 2024
END-USER: FASPS – PMED-KM UNIT
PRN: 11293341
MODE OF PROCUREMENT: NP-SVP
REF. NO.: RFQ-2024-344
DATE PREPARED: 25 September, 2024
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 (VAT INCLUSIVE)
PRINTING OF DESK CALENDAR 2025	1	lot	175,000.00

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
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.



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), Basement, DENR-Main Building and/or thru e-mail address ampac.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: JELYN STA. ANA - RFQ-2024-344.**
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

Technical Proposal Form

Item No.	Description / Technical Specifications																		
	PRINTING OF DESK CALENDAR 2025																		
1.	<p style="text-align: center;">TERMS OF REFERENCE FOR THE PROCUREMENT OF PRINTING SERVICES FOR THE FASPS DESK CALENDAR 2025</p> <p>Approved Budget for the Contract: Php 175, 000.00</p> <p>Objective :</p> <p>The FASPS 2025 Desk Calendar 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).</p> <p>The desk calendar specifically aims to:</p> <ol style="list-style-type: none"> 1. Disseminate accurate information in an effort to promote transparency; 2. Generate awareness on the current status of all FASPs and its expanding role and impact to the country's sustainable growth. 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. <p>Target Audience:</p> <ul style="list-style-type: none"> • 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 <p>Technical Specifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">SPECIFICATIONS</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">Size</td> <td>6" x 9" x 3" (standee) 6" x 9" (calendar) (13 leaves) 6" x 9" (cover) (1 leaf)</td> </tr> <tr> <td>Binding</td> <td>Hardbound covered in bookcloth (standee) with print, white wire-o</td> </tr> <tr> <td>Paper Stock</td> <td>C2S 220 lbs with spot 3D lamination on selected text and images</td> </tr> <tr> <td>Color</td> <td>Leaves - full color (2 side print)</td> </tr> <tr> <td>Process</td> <td>Offset printing</td> </tr> <tr> <td>Pages</td> <td>14 leaves (back to back)</td> </tr> <tr> <td>Quantity</td> <td>1,000 pcs.</td> </tr> <tr> <td>Others</td> <td>Files supplied by client</td> </tr> </tbody> </table>	SPECIFICATIONS		Size	6" x 9" x 3" (standee) 6" x 9" (calendar) (13 leaves) 6" x 9" (cover) (1 leaf)	Binding	Hardbound covered in bookcloth (standee) with print, white wire-o	Paper Stock	C2S 220 lbs with spot 3D lamination on selected text and images	Color	Leaves - full color (2 side print)	Process	Offset printing	Pages	14 leaves (back to back)	Quantity	1,000 pcs.	Others	Files supplied by client
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Technical Proposal Form

Item No.	Description / Technical Specifications
1.	<p data-bbox="540 456 990 486"><i>PRINTING OF DESK CALENDAR 2025</i></p> <p data-bbox="612 665 976 700">Instruction to Supplier:</p> <ul data-bbox="663 708 1850 1305" style="list-style-type: none">• The DENR-FASPS shall supply the FASPS Desk Calendar 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 calendar.• 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 desk calendar Fifteen (15) calendar days after turnover of file.• The final output of the calendar shall be delivered to DENR-FASPS within fifteen (15) calendar days after approval of proof/laser printout (mock-up) by DENR-FASPS. <p data-bbox="618 1345 1059 1380">Qualification of the Bidders:</p> <p data-bbox="618 1421 1850 1532">Bidders must have at least three (3) years continues experience in business operation for the printing of various forms, manuals, newsletter, annual reports, calendars and the likes.</p> <p data-bbox="628 1572 916 1607">Terms of Payment</p> <p data-bbox="618 1648 1850 1758">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 data-bbox="618 1910 811 1945">Prepared by:</p> <p data-bbox="1308 1910 1500 1945">Approved by:</p> <div data-bbox="618 2026 982 2169"><p data-bbox="618 2094 982 2169">JESLINA B. GOROSPE Chief, PMED-FASPS</p></div> <div data-bbox="1200 2010 1797 2169"><p data-bbox="1308 2094 1797 2169">AL O. OROLFO, Ph.D., CESO III Director, FASPS.</p></div>

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 (₱)		BIDDER'S PRICE QUOTATION (₱)	
				Unit Price	Total Price	Unit Price	Total Price
1.	PRINTING OF DESK CALENDAR 2025	1000	pcs	175.00	175,000.00		
Grand Total:					175,000.00		

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 PO/ 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>_____</p>	<p>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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