

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



#### REQUEST FOR QUOTATION

REF. NO.:

P.R. NO:

2024-08-2252

P.R. DATE:

29 August 2024

**END-USER:** 

OUFISCO

PRN:

MODE OF PROCUREMENT:

NP-Small Value Procurement

RFQ-2024-350

DATE PREPARED: CLOSING DATE/TIME: 26 September 2024

02 October 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 (P) (VAT INCLUSIVE)
Supply, Delivery and Installation of Seat Cover for RP Vehicle HYUNDAI Staria with Plate No. K2W-539	1	LOT	40,500.00

- 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 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)
B.	TECHNICAL AND FINANCIAL DOCUMENTS
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	Detailed Financial Breakdown, must be equal to the Financial Quotation
	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.
- 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.
- 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.

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- 8. If thru email, kindly indicate in the subject ATTENTION: RIO A. REYES RFQ-2024-350.
- 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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### PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex "A" (Page 1 of 1)

	Technical Proposal Form				
Item	Description / Technical Specifications		Compliance		
No.		Description / Technical Specifications	(write "COMPLY" on the space provided)		
	1)	1 set Supply Seat Cover without Foam			
	2)	1 set Supply Seat Cover with Foam			
	3)	Labor			

#### Project Requirements/Terms and Conditions:

- 1. Delivery/completion period: within Thirty (30) calendar days from receipt of the 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.
- 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 (PRICE MUST				
Item	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)	BIDDER'S PRICE QUOTATION (P)
No.					TOTAL
1	Supply, Delivery and Installation of Seat Cover for RP Vehicle HYUNDAI Staria with Plate No. K2W-539	1	lot	40,500.00	

## 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:	

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