



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



**REQUEST FOR QUOTATION**

<b>P.R. NO:</b>	<b>2024-09-2568</b>	<b>MODE OF PROCUREMENT:</b>	<b>SHOPPING</b>
<b>P.R. DATE:</b>	<b>23 September 2024</b>	<b>REF. NO.:</b>	<b>RFQ-2024-352</b>
<b>END-USER:</b>	<b>MBCO</b>	<b>DATE PREPARED:</b>	<b>26 September, 2024</b>
<b>PRN:</b>	<u>11297213</u>	<b>CLOSING DATE/TIME:</b>	<b>01 October, 2024 10:00 AM</b>

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:

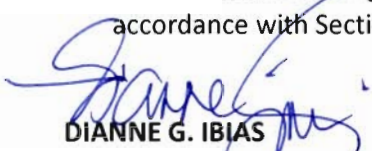
DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Supply and Delivery of Various Office Supplies and Materials</i>	1	lot	161,350.00

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










<b>A. ELIGIBILITY DOCUMENTS</b>	
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>Note:</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 permit's expiration	
4. Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
3.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	<b>Brochures/Technical Specification</b> (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.**


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 [ampbac.co@denr.gov.ph](mailto: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: JELYN STA. ANA - RFQ-2024-352.**
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	Picture for Reference	Brand/Model No. of the item being offered:
1.	Correction Tape, 5mm x 5mm	 Correction Tape 5mm x 5mm	
2.	Transparent Tape, 24mm x 50 yards length, 1" width	 Transparent tape 1" x 50 yards	
3.	Shredder – 30L Electric Paper Shredder Machine, Heavy Duty Automatic; can shred CDs, bank cards, credit cards		
4.	Stapler, Standard Stapler, 1/4"		
5.	Gun Tacker/Stapler – 4 - 8mm Capacity	 Gun tacker/stapler 4 – 8 mm adjustable stapling Depth & consistency	
6.	Staple Wire, No. 35, 5m, 5,000 wires/box, length 6mm (1/4")	 Wire No. 35-5M, 26/6 5000 staples per box	
7.	Gun Tacker/Stapler Wire (sizes on attached specifications) 1 box per size: 2 boxes per last 2 biggest sizes	 Gun Tacker wires: Sizes: 0.7 x 6mm (43025) 0.7 x 8mm (43015) 0.7 x 10mm (43025) 1.2 x 8mm (43025) 1.2 x 10mm (43025) 1.2 x 12mm (43025)	
8.	Paper Clips, vinyl, size – jumbo – 50mm	 Vinyl paper clips: 33 mm and 50mm sizes	
9.	Paper Clips, vinyl, size – small- 33mm		
10.	Kraft Long Brown Envelope, 500 pcs/box, 10" x 15"	 Kraft Expanding brown envelopes; 10 x 15 inches	
11.	Kraft Short Brown Envelope, 500 pcs/box, 9.5" x 12"		
12.	Kraft Expanded Brown Envelope, 500pcs/box 10" x 15"		

Technical Proposal Form

Item No.	Description / Technical Specifications	Picture for Reference	Brand/Model No. of the item being offered:
13.	Cartridge, Black ink for Brother Printer MFC-J2730DW		
14.	Cartridge, Colored (Magenta) ink for Brother Printer MFC-J2730DW	 <p>Ink Cartridge Compatible/Suitable to the model of the Brother Printer Model MFC-J2730DW</p>	
15.	Cartridge, Colored (Yellow) ink for Brother Printer MFC-J2730DW		
16.	Cartridge, Colored (Cyan) ink for Brother Printer MFC-J2730DW		
17.	Color Black Ink Refil for Printer Brother MFC-J2730DW	 <p>Ink Refil compatible/suitable to Printer Brother Model MFC-J2730DW</p>	
18.	Color Magenta Ink Refil for Printer Brother MFC-J2730DW		
19.	Color Cyan Ink Refil for Printer Brother MFC-J2730DW		
20.	Color Yellow Ink Refil for Printer Brother MFC-J2730DW		
21.	Tissue, 2-ply, 48 rolls per bag	 <p>2-ply roll tissue</p>	
22.	Jumbo Tissue Rolls, 2-ply, 200mm, 2 rolls/pack	 <p>Jumbo roll toilet tissue (200mm)</p>	
23.	Binder Clips: 12 pcs/box, size 19mm (3/4")	 <p>Binder Clips: 2 inches, 19mm (3/4") and 15mm (1/2")</p>	
24.	Binder Clips: No. 111: 12 pcs/box, size 15mm (1/2")		
25.	Binder Clips: 12 pcs/box, size 51mm (2") +C33		
26.	Long size household/laundry, heavy duty rubber gloves (to be used for various Manila Baywalk Dolomite Beach clean-ups)	 <p>Long size household/laundry, Heavy-duty rubber gloves</p>	



Technical Proposal Form

Item No.	Description / Technical Specifications	Picture for Reference	Brand/Model No. of the item being offered:
27.	55 gsm 512-page log book	 <p>55 gsm, 512-page logbook</p>	
28.	WD40 Rust Remover and Penetrating Oil, 12.9 oz	 <p>Original WD-40 Rust Remover and Penetrating Oil 12.9 oz</p>	
29.	WD-40 Engine Degreaser, Fast Acting 400ml	 <p>Engine degreaser, fast acting powerful solvent. Instant degreaser that actually dissolves grease and oil. Suitable for engine cleaning and removing grease</p>	
30.	All-Purpose Oil to Protect & Lubricate Equipment	 <p>All-Purpose Oil Protect and lubricate sewing machines, door hinges, bicycles, motors and appliances in general. Used for all kinds of lubrication not limited to sewing machines, can be used for bikes, guns, hardware and the likes. Product composition: Mineral lubricant oil 3.38 fl. oz</p>	

**Project Requirements/Terms and Conditions:**

- Delivery/completion** period: within twenty (20) calendar days from receipt of Purchase Order.
- Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 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
- DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.
- Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
- Payment shall be made in accordance with the Government Terms
- 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.
- 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.	Correction Tape, 5mm x 5mm	100	pcs	55.00	5,500.00		
2.	Transparent Tape, 24mm x 50 yards length, 1" width	50	pcs	55.00	2,750.00		
3.	Shredder – 30L Electric Paper Shredder Machine, Heavy Duty Automatic; can shred CDs, bank cards, credit cards	1	unit	23,000.00	23,000.00		
4.	Stapler, Standard Stapler, 1/4"	3	units	500.00	1,500.00		
5.	Gun Tacker/Stapler – 4 - 8mm Capacity	1	unit	1,000.00	1,000.00		
6.	Staple Wire, No. 35, 5m, 5,000 wires/box, length 6mm (1/4")	25	boxes	70.00	1,750.00		
7.	Gun Tacker/Stapler Wire (sizes on attached specifications) 1 box per size: 2 boxes per last 2 biggest sizes	10	boxes	85.00	850.00		
8.	Paper Clips, vinyl, size – jumbo – 50mm	50	boxes	55.00	2,750.00		
9.	Paper Clips, vinyl, size – small- 33mm	75	boxes	50.00	3,750.00		
10.	Kraft Long Brown Envelope, 500 pcs/box, 10" x 15"	1	box	1,800.00	1,800.00		
11.	Kraft Short Brown Envelope, 500 pcs/box, 9.5" x 12"	1	box	1,700.00	1,700.00		
12.	Kraft Expanded Brown Envelope, 500pcs/box 10" x 15"	1	box	12,000.00	12,000.00		
13.	Cartridge, Black ink for Brother Printer MFC-J2730DW	1	piece	3,000.00	3,000.00		
14.	Cartridge, Colored (Magenta) ink for Brother Printer MFC-J2730DW	1	piece	4,000.00	4,000.00		
15.	Cartridge, Colored (Yellow) ink for Brother Printer MFC-J2730DW	1	piece	4,000.00	4,000.00		
16.	Cartridge, Colored (Cyan) ink for Brother Printer MFC-J2730DW	1	piece	4,000.00	4,000.00		
17.	Color Black Ink Refil for Printer Brother MFC-J2730DW	3	bottles	1,050.00	3,150.00		
18.	Color Magenta Ink Refil for Printer Brother MFC-J2730DW	2	bottles	1,200.00	2,400.00		
19.	Color Cyan Ink Refil for Printer Brother MFC-J2730DW	2	bottles	1,200.00	2,400.00		
20.	Color Yellow Ink Refil for Printer Brother MFC-J2730DW	2	bottles	1,200.00	2,400.00		
21.	Tissue, 2-ply, 48 rolls per bag	10	bags	1,600.00	16,000.00		
22.	Jumbo Tissue Rolls, 2-ply, 200mm, 2 rolls/pack	10	packs	750.00	7,500.00		

**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
23.	Binder Clips: 12 pcs/box, size 19mm (3/4")	50	boxes	60.00	3,000.00		
24.	Binder Clips: No. 111: 12 pcs/box, size 15mm (1/2")	50	boxes	50.00	2,500.00		
25.	Binder Clips: 12 pcs/box, size 51mm (2") +C33	50	boxes	85.00	4,250.00		
26.	Long size household/laundry, heavy duty rubber gloves (to be used for various Manila Baywalk Dolomite Beach clean-ups)	150	pairs	90.00	13,500.00		
27.	56 gsm 512-page log book	5	pieces	180.00	900.00		
28.	WD40 Rust Remover and Penetrating Oil, 12.9 oz	10	jars	450.00	4,500.00		
29.	WD-40 Engine Degreaser, Fast Acting 400ml	10	jars	900.00	9,000.00		
30.	All-Purpose Oil to Protect & Lubricate Equipment	10	jars	150.00	1,500.00		
<b>GRAND TOTAL:</b>				<b>161,350.00</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.

\_\_\_\_\_  
**NAME OF COMPANY (IN PRINT)**

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE**

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Telefax No.:** \_\_\_\_\_  
**Mobile Number:** \_\_\_\_\_