Republic of the Philippines
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City

REQUEST FOR QUOTATION (RFQ)
RFQ No. 104-2021-ARDTS
Date: April 5, 2021

1. The Department of Environment and Natural Resources hereinafter referred to as "the Purchaser" now requests you to submit price quotation/s on the supply and delivery of the following items based on the Approved Procurement Plan/Supplemental Plan of the ARDTS.

Item No.	Quantity	Unit	Description
			ABC = P90,300.00
			Labor and Materials: Repair of AGA – 1083
	1	set	Overhauling of gasket
			Machine shop of cylinder head
			Replacement of rotary fan
	2	gal	Coolant
	2	gal	Synthetic oil
			Labor

2. A set of technical specifications for the above items are provided in Attachment/s # 1. All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

(i) Evaluation procedures of quotations will be conducted by the Bids and Awards Committee (BAC) in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Bids and Awards Committee, thru the Technical Working Committee (TWG), will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

3. It is the intent of the Bids and Awards Committee (BAC) to evaluate the quotation for each item separately, and award will be made to the combination of quotations resulting in the overall highest cost per lot which shall be equal to or higher than the Approved Budget for the Contract (ABC) as stated in the RFQ. However, award shall be made on per line item basis in cases where the RFQ specifically states such. **Job Order** Contract Award will be made to the highest evaluated quotation(s) meeting purchasers' technical specifications and compliance to eligibility/accreditation requirements.

4. Quotations must be delivered at the address below not later than 8:30 AM on April 14, 2021.

Bids and Awards Committee
c/o BAC Secretariat
Department of Environment and Natural Resources
Regional Office No.5, Rawis, Legaspi City

5. Your prices must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

6. All quotations may be typewritten and may be placed in sealed envelope marked "SUPPLY AND DELIVERY OF VARIOUS SERVICES" (RFQ No. 104-2021-ARDTS)

7. Quotations shall be valid for sixty (60) calendar days from the deadline of submission.

8. The delivery period for items/services shall be within thirty (30) calendar days from receipt of the **Job Order (JO)** or in the case of catering services, on the date/s specified in the Request for Quotation (RFQ). The supplier/service provider shall inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery shall be made only during working days and hours, in case of supplies/materials/equipment.

9. DELIVERY SITE for Supplies/Materials/Equipment:

Procurement
Administrative Division
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City

10. The Department of Environment and Natural Resources reserves the right to accept or reject any quotation, and to annul the Shopping/Small Value Procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/service provider. The purchaser (DENR) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.

11. The prospective bidder shall submit the following:
    a) Quotation Form
    b) Technical Specification/Terms of Reference
    c) Proof of PhilGEPS Registration
    d) Proof of valid Mayor's Permit
    e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
    f) Updated BIR Tax Clearance

ATTY. RONNEL C. SOPSOP
BAC Chairperson
DCV//ROS/lyn

PR No. 2021-04-104-ARDTS ATTACHMENT NO. 1
RFQ No. 104-2021

Republic of the Philippines
Department of Environment and Natural Resources
Regional Office No. 5, Rawis, Legaspi City
TECHNICAL SPECIFICATIONS

All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

Item/s	Purchaser's Specifications	Bidder's Specifications
	Labor and Materials: Repair of AGA – 1083	
	Overhauling of gasket	
	Machine shop of cylinder head	
	Replacement of rotary fan	
	Coolant	
	Synthetic oil	
	Labor	

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Concessionaire's representative signature over printed name
Designation
Name of Company
Address
Tel & Fax No.

QUOTATION FORM

RFQ No. 104-2021
PR NO. 2021-04-104-ARDTS

The Chairperson
Bids and Awards Committee
Department of Environment and Natural Resources
Regional Office No. 5
Rawis, Legaspi City

1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total price)

Item No.	Description	Number of Units	Unit Price	Total Price
	Labor and Materials: Repair of AGA – 1083			
	Overhauling of gasket	1set		
	Machine shop of cylinder head			
	Replacement of rotary fan			
	Coolant	2gal		
	Synthetic oil	2gal		
	Labor			

_____
Signature of Supplier over printed name
Designation
Name of Company
Address
Tel & Fax No.

_____
Signature over printed name of Canvasser