

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

REQUEST FOR QUOTATION (RFQ)
RFQ No. 187-2021-LPDD
Date: July 19, 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 LPDD.

Item No.	Quantity	Unit	Description
			ABC = P89,280.00
			Office Supplies for official use of LPDD
			LOT I
	2	pcs	External hard drive (1TB)
	1	pcs	Geo-tagging device (rear back cam, GPS, 6/6.4 GB Memory)
	2	unit	Steel cabinet (24 gauge/ 2 layers/ cream)
	3	pcs	Epson ink T664 cyan
	3	pcs	Epson ink T664 magenta
	3	pcs	Epson ink T664 yellow
	3	pcs	Epson ink T664 black
	3	pcs	Epson ink 003 cyan
	3	pcs	Epson ink 003 magenta
	3	pcs	Epson ink 003 yellow
	3	pcs	Epson ink 003 black
	20	reams	Bond paper A4
	20	reams	Bond paper Legal Size
	8	gals	Alcohol (70% Ethyl alcohol) unscented
	3	pcs	Calculator (12 digits)
	2	pcs	Heavy duty stapler (no. 35)
	1	unit	Printer (scan/print/copy)
			LOT II
	1	unit	Personal refrigerator

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 July 30, 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. 187-2021-LPDD)
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

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
	Office Supplies for official use of LPDD	
	LOT I	
	External hard drive (1TB)	
	Geo-tagging device (rear back cam, GPS, 6/6.4 GB Memory)	
	Steel cabinet (24 gauge/ 2 layers/ cream)	
	Epson ink T664 cyan	
	Epson ink T664 magenta	
	Epson ink T664 yellow	
	Epson ink T664 black	
	Epson ink 003 cyan	
	Epson ink 003 magenta	
	Epson ink 003 yellow	
	Epson ink 003 black	
	Bond paper A4	
	Bond paper Legal Size	
	Alcohol (70% Ethyl alcohol) unscented	
	Calculator (12 digits)	
	Heavy duty stapler (no. 35)	
	Printer (scan/print/copy)	

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

QUOTATION FORM NO.1

RFQ No. 187-2021
PR NO. 2021-07-187-LPDD

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
	Office Supplies for official use of LPDD			
	LOT I			
	External hard drive (1TB)	2pcs		
	Geo-tagging device (rear back cam, GPS, 6/6.4 GB Memory)	1pcs		
	Steel cabinet (24 gauge/ 2 layers/ cream)	2unit		
	Epson ink T664 cyan	3pcs		
	Epson ink T664 magenta	3pcs		
	Epson ink T664 yellow	3pcs		
	Epson ink T664 black	3pcs		
	Epson ink 003 cyan	3pcs		
	Epson ink 003 magenta	3pcs		
	Epson ink 003 yellow	3pcs		
	Epson ink 003 black	3pcs		
	Bond paper A4	20reams		
	Bond paper Legal Size	20reams		
	Alcohol (70% Ethyl alcohol) unscented	8gals		
	Calculator (12 digits)	3pcs		
	Heavy duty stapler (no. 35)	2pcs		
	Printer (scan/print/copy)	1unit		

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

Signature over printed name of Canvasser

QUOTATION FORM NO.2RFQ No. 187-2021PR NO. 2021-07-187-LPDD

The Chairperson

Bids and Awards Committee

Department of Environment and Natural ResourcesRegional Office No. 5Rawis, Legaspi City

- 2) 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)

[illegible]

Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser