

Republic of the Philippines
Department of Environment and Natural Resources Regional Office No. 5, Rawis, Legaspi City
REQUEST FOR QUOTATION (RFQ)

RFQ No. 217-12-2023-ADMIN

Date: 12/19/2023

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

Item No.	Quantity	Unit	Description
			ABC: 80,000.00
	1	unit	Labor and Materials for the Fabrication and installation of Glass Sliding Door of DENR Lobby
			- 4.4 meters x 2.7 meters
			- Anodized Frames
			- 1 3/4 x 4 Tubular
			- Standard Sliding Panels and Clear Glass
			- Flash Lock (1 set)

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 (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. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Quotations exceeding the Approved Budget for the Contract shall be rejected.

4. Quotations must be delivered at the address below not later than December 26, 2023 at 10:00 AM.

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 "Labor and Materials for the Fabrication and installation of Glass Sliding Door of DENR Lobby" (RFQ No. 217-12-2023-ADMIN)

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) Notarized Omnibus Sworn Statement


RONNEL B. ASTOR
BAC Chairperson
DCV/ROS /malb

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
	ABC: 80,000.00	
	Labor and Materials for the Fabrication and installation of Glass Sliding Door of DENR Lobby	
	- 4.4 meters x 2.7 meters	
	- Anodized Frames	
	-1 3/4 x 4 Tubular	
	- Standard Sliding Panels and Clear Glass	
	- Flash Lock (1 set)	

Concessionaire's representative signature over printed name
Designation
Name of Company
Address:
Contact No.
Email Address:

QUOTATION FORM

DD No. 2022 12 0320 ADMIN
RFQ No. 217-12-2023-ADMIN

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
	ABC: 80,000.00			
	Labor and Materials for the Fabrication and installation of Glass Sliding Door of DENR Lobby	1	unit	
	- 4.4 meters x 2.7 meters			
	- Anodized Frames			
	-1 3/4 x 4 Tubular			
	- Standard Sliding Panels and Clear Glass			
	- Flash Lock (1 set)			
TOTAL AMOUNT				

Concessionaire's representative signature over printed name

Designation:

Name of Company:

Address:

Tel & Fax No.:

Signature over printed name of Canvasser