



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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 0023-02-2024-RSCIG

Date: February 20, 2024



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
			Lay outing & Production of the following:
			TOTAL ABC: Php 160,000.00
	200	pcs	Lot I-Lay outing & Production of Water Bottles/Flasks
			ABC: PhP 110,000.00
			Specifications:
			High Quality Bamboo and Stainless Steel
			Eco-friendly design
			Odor Resistant
			With handle
			Unbreakable
			Can withstand extrema temperature (ranging from 20°C to 120 °C)
			Deep and leakproof
			Does not stain
			Dishwasher safe
			Engraved Design
			Capacity: 500 ml
			BPA Free
			* with design on ENR provided by End-User
	250	pcs	Lot II-Lay outing & Production of Bamboo Utensils with Pouch
			ABC: PhP 50,000.00
			Specifications:
			High Quality Bamboo
			Eco-friendly design
			Unbreakable
			BPA Free

			Inclusions:
			Spoon
			Fork
			Knife
			Chopsticks
			Straw
			Straw Cleaning Brush
			* all are 20 cm in height
			Pouch with DENR logo and Tayo ANg Kalikasan Text- 22 x 19 cm
			Army Green- 125 pcs
			White- 125 pcs
			*with design on ENR provided by End-User

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. 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 26 FEB 2024.

Procurement Section
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 as "Laying out & Production of Water Bottle/Flasks and Bamboo Utensils" RFQ No. 0023-02-2024-RSCIG

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 : DENR V, Regional Office, Rawis, Legaspi City c/o General Services Section

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
- g.) Notarized Omnibus Sworn Statement (if ABC is above 50,000.00)


RONNEL B. ASTOR
BAC Chairperson
DCV/ROS / smbb

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.

	Description	Statement of Compliance
	Lay outing & Production of the following:	
	TOTAL ABC: Php 160,000.00	
	Lot I-Lay outing & Production of Water Bottles/Flasks	
	ABC: PhP 110,000.00	
	Specifications:	
	High Quality Bamboo and Stainless Steel	
	Eco-friendly design	
	Odor Resistant	
	With handle	
	Unbreakable	
	Can withstand extrema temperature (ranging from 20°C to 120 °C)	
	Deep and leakproof	
	Does not stain	
	Dishwasher safe	
	Engraved Design	
	Capacity: 500 ml	
	BPA Free	
	* with design on ENR provided by End-User	
	Lot II-Lay outing & Production of Bamboo Utensils with Pouch	
	ABC: PhP 50,000.00	
	Specifications:	
	High Quality Bamboo	
	Eco-friendly design	

	Unbreakable	
	BPA Free	
	Inclusions:	
	Spoon	
	Fork	
	Knife	
	Chopsticks	
	Straw	
	Straw Cleaning Brush	
	* all are 20 cm in height	
	Pouch with DENR logo and Tayo ANg Kalikasan Text- 22 x 19 cm	
	Army Green- 125 pcs	
	White- 125 pcs	
	*with design on ENR provided by End-User	

Concessionaire's representative signature over printed name

Designation

Name of Company

Address

QUOTATION FORM

PR No.2024-02-0024-RSCIG

RFQ No. 0023-02-2024-RSCIG

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
	Lay outing & Production of the following:			
	TOTAL ABC: Php 160,000.00			
	Lot I-Lay outing & Production of Water Bottles/Flasks	200 pcs		
	ABC: PhP 110,000.00			
	Specifications:			
	High Quality Bamboo and Stainless Steel			
	Eco-friendly design			
	Odor Resistant			
	With handle			
	Unbreakable			
	Can withstand extrema temperature (ranging from 20°C to 120 °C)			
	Deep and leakproof			
	Does not stain			
	Dishwasher safe			
	Engraved Design			
	Capacity: 500 ml			
	BPA Free			
	* with design on ENR provided by End-User			
	Lot II-Lay outing & Production of Bamboo Utensil with Pouch	250 pcs		
	ABC: PhP 50,000.00			
	Specifications:			
	High Quality Bamboo			
	Eco-friendly design			
	Unbreakable			

	BPA Free			
	Inclusions:			
	Spoon			
	Fork			
	Knife			
	Chopsticks			
	Straw			
	Straw Cleaning Brush			
	* all are 20 cm in height			
	Pouch with DENR logo and Tayo ANg Kalikasan Text- 22 x 19 cm			
	Army Green- 125 pcs			
	White- 125 pcs			
	*with design on ENR provided by End-User			

Concessionaire's representative signature over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser