

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

RFQ No. 0078-04-2024-CDD

Date: April 11, 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 of the

Item No.	Quantity	Unit	Description
			Preventive Maintenance of Service Vehicles WIW-519 and Van-F50105 for Official Use of CDD
			ABC=103,450.00
			WIW-519
			Change Oil Synthetic
	1	pc	Drive Belt
	1	pc	Timing Belt & Idler Poly/Tensioner
	1	set	Brake Pad
	1	set	Brake Shoe
	1	set	Wifer Blade
	2	pcs	Rotor Disc left & right
	2	pcs	Shock Absorber front left & right
			General Cleaning of Engine
			Coolant Flushing
			Exhaust Gas Recirculation Cleaning (EGR)
			Turbo Cleaning
			Intake Cleaning
			Exhaust Cleaning
			Brake System Cleaning/Fluid Flushing
			Steering Pump Fluid Flushing
			Aircon Cleaning
			Total General Cleaning of Engine
	1	set	Rod Stanley
	1	set	Dash Cam Front Back
	4	pcs	Door Rubber Seal
	2	pcs	Fog Light
	1	set	Early Warning Device (EWD)
			Labor
			Van-F50105
	1	pc	Tire Changer/remover tool
	1	set	Brake Pad
	1	gal	Coolant
	2	pcs	Car Seat Back Organizer

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;

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 _____ on _____.

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 "Preventive Maintenance of Service Vehicles WIW-519 and Van-F50105 for Official Use of CDD" (RFQ No. 0078-04-2024-CDD)

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 30 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
- g) Notarized Omnibus Sworn Statement (if ABC is above 50,000.00)


RONNEL B. ASTOR
BAC Chairperson
DCV/ROS /msg

Republic of the Philippines
Department of Environment and Natural Resou
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
	Preventive Maintenance of Service Vehicles WIW-519 and Van-F50105 for Official Use of CDD	
	ABC=103,450.00	
	WIW-519	
	Change Oil Synthetic ✓	
	Drive Belt ✓	
	Timing Belt & Idler Poly/Tensioner ✓	
	Brake Pad ✓	
	Brake Shoe ✓	
	Wifer Blade ✓	
	Rotor Disc left & right ✓	
	Shock Absorber front left & right ✓	
	General Cleaning of Engine ✓	
	Coolant Flushing ✓	
	Exhaust Gas Recirculation Cleaning (EGR) ✓	
	Turbo Cleaning ✓	
	Intake Cleaning ✓	
	Exhaust Cleaning ✓	
	Brake System Cleaning/Fluid Flushing ✓	
	Steering Pump Fluid Flushing ✓	
	Aircon Cleaning ✓	
	Total General Cleaning of Engine ✓	
	Rod Stanley ✓	
	Dash Cam Front Back ✓	
	Door Rubber Seal ✓	
	Fog Light ✓	
	Early Warning Device (EWD) ✓	
	Labor ✓	
	Van-F50105 ✓	
	Tire Changer/remover tool ✓	
	Brake Pad ✓	
	Coolant ✓	
	Car Seat Back Organizer ✓	

Concessionaire's representative signature over printed name
Designation
Name of Company
Address

QUOTATION FORM

RFQ No. 0078-04-2024-CDD

PR No. 2024-04-0078-CDD

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
	Preventive Maintenance of Service Vehicles WIW-519 and Van-F50105 for Official Use of CDD			
	ABC=103,450.00			
	WIW-519			
	Change Oil Synthetic			
	Drive Belt	1 pc ✓		
	Timing Belt & Idler Poly/Tensioner	1 pc ✓		
	Brake Pad	1 set ✓		
	Brake Shoe	1 set ✓		
	Wifer Blade	1 set ✓		
	Rotor Disc left & right	2 pcs ✓		
	Shock Absorber front left & right	2 pcs ✓		
	General Cleaning of Engine			
	Coolant Flushing			
	Exhaust Gas Recirculation Cleaning (EGR)			
	Turbo Cleaning			
	Intake Cleaning			
	Exhaust Cleaning			
	Brake System Cleaning/Fluid Flushing			
	Steering Pump Fluid Flushing			
	Aircon Cleaning			
	Total General Cleaning of Engine			
	Rod Stanley	1 set ✓		
	Dash Cam Front Back	1 set ✓		
	Door Rubber Seal	4 pcs ✓		
	Fog Light	2 pcs ✓		
	Early Warning Device (EWD)	1 set ✓		
	Labor			
	Van-F50105			
	Tire Changer/remover tool	1 pc ✓		
	Brake Pad	1 set ✓		
	Coolant	1 gal ✓		
	Car Seat Back Organizer	2 pcs ✓		

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

 Signature over printed name of Canvasser