

RFQ No. 038-03-2023-RSCIG

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Date: April 13, 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 of RSCIG

Item No.	Quantity	Unit	Description
			PRODUCTION OF PROMOTIONAL MATERIALS FOR CY 2023
			TOTAL ABC: 196,000.00
			SPECIFICATIONS:
			ABC: 50,000.00
	200	pcs	Lay outing and Printing of DRAWSTRING BAGS
			Fabric-Canvass
			Height- 17.5"
			Width- 14.5"
			Print- Heat press
			String- 24" lenght per strap
			Capacity- 2 to 3 kg
			With design on ENR provided by End-user
			ABC: 50,000.00
	200	pcs	Lay outing and Printing of SHIRTS
			Fabric-Canvass
			Size- Small (50 pcs), Medium (50 pcs), Large (50 pcs), Extra Large (50pcs)
			Print- Heat press
			With design on ENR provided by End-user
			ABC: 50,000.00
	250	pcs	Lay outing and Printing of WATER BOTTLES/FLASKS
			High Quality Bamboo and Stainless Steel
			Eco-friendly Design
			Odor Resistance
			With handle
			Unbreakable
			Can withstand extreme temp range- 20 degree celsius to 120 degree celsius
			Deep, leakproof cap keeps dirt away
			Does not stain
			Dishwasher safe
			Engraved design
			With design on ENR provided by End-user
			Capacity- 500 ml
			BPA-Free
			ABC: 46,000.00
	200	pcs	Lay outing and Printing of ECOBAGS WITH PRINT AND ZIPPER
			Fabric-Canvass
			Height-13"
			Weight-16"
			Gusset-6"
			Print- Heat press
			Handle- Double handle with 24" length per strap handle
			Capacity- 5 to 10 kgs
			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. 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 "Rental of One (1) unit Vehicle for official use of Survey and Mapping Division" (RFQ No. 038-03-2023-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 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)


GRACE L. CARINO, Ph.D.
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.

Item/s	Purchaser's Specifications	Bidder's Specifications
	PRODUCTION OF PROMOTIONAL MATERIALS FOR CY 2023	
	TOTAL ABC: 196,000.00	
	SPECIFICATIONS:	
	ABC: 50,000.00	
	Lay outing and Printing of DRAWSTRING BAGS	
	Fabric-Canvass	
	Height- 17.5"	
	Width- 14.5"	
	Print- Heat press	
	String- 24" lenght per strap	
	Capacity- 2 to 3 kg	
	With design on ENR provided by End-user	
	ABC: 50,000.00	
	Lay outing and Printing of SHIRTS	
	Fabric-Canvass	
	Size- Small (50 pcs), Medium (50 pcs), Large (50 pcs), Extra Large (50pcs)	
	Print- Heat press	
	With design on ENR provided by End-user	
	ABC: 50,000.00	
	Lay outing and Printing of WATER BOTTLES/FLASKS	
	High Quality Bamboo and Stainless Steel	
	Eco-friendly Design	
	Odor Resistance	
	With handle	
	Unbreakable	
	Can withstand extreme temp range- 20 degree celsius to 120 degree celsius	
	Deep, leakproof cap keeps dirt away	
	Does not stain	
	Dishwasher safe	
	Engraved design	
	With design on ENR provided by End-user	
	Capacity- 500 ml	
	BPA-Free	
	ABC: 46,000.00	
	Lay outing and Printing of ECOBAGS WITH PRINT AND ZIPPER	
	Fabric-Canvass	
	Height-13"	
	Weight-16"	
	Gusset-6"	
	Print- Heat press	
	Handle- Double handle with 24" length per strap handle	
	Capacity- 5 to 10 kgs	
	With design on ENR provided by End-user	

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

QUOTATION FORM

RFQ No. 038-03-2023-RSCIG
PR No.2023-03-047-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	
	PRODUCTION OF PROMOTIONAL MATERIALS FOR CY 2023				
	TOTAL ABC: 196,000.00				
	SPECIFICATIONS:				
	ABC: 50,000.00				
	Lay outing and Printing of DRAWSTRING BAGS				
	Fabric-Canvass				
	Height- 17.5"				
	Width- 14.5"				
	Print- Heat press				
	String- 24" lenght per strap				
	Capacity- 2 to 3 kg				
	With design on ENR provided by End-user				
	ABC: 50,000.00				
	Lay outing and Printing of SHIRTS				
	Fabric-Canvass				
	Size- Small (50 pcs), Medium (50 pcs), Large (50 pcs), Extra Large (50pcs)				
	Print- Heat press				
	With design on ENR provided by End-user				
	ABC: 50,000.00				
	Lay outing and Printing of WATER BOTTLES/FLASKS				
	High Quality Bamboo and Stainless Steel				
	Eco-friendly Design				
	Odor Resistance				
	With handle				
	Unbreakable				
	Can withstand extreme temp range- 20 degree celsius to 120 degree celsius				
	Deep, leakproof cap keeps dirt away				

	Does not stain			
	Dishwasher safe			
	Engraved design			
	With design on ENR provided by End-user			
	Capacity- 500 ml			
	BPA-Free			
	ABC: 46,000.00			
	Lay outing and Printing of ECOBAGS WITH PRINT AND ZIPPER			
	Fabric-Canvass			
	Height-13"			
	Weight-16"			
	Gusset-6"			
	Print- Heat press			
	Handle- Double handle with 24" length per strap handle			
	Capacity- 5 to 10 kgs			
	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