

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

**REQUEST FOR QUOTATION (RFQ)**

RFQ No. 055-2021-CDD

Date: March 1, 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 CDD.

Item No.	Quantity	Unit	Description
			ABC = P169,099.00
			<b>Office and Equipment Supplies for Official use of CDD-PFMS</b>
	10	pcks	Sticker paper, 10s (A4 Matte)
	10	pcks	Photopaper, 10s (A4, Matte Inkjet)
	10	pcks	Specialty Paper, 10s (A4, 90 gsm, white/ivory/beige)
	10	pcks	Specialty Paper, 10s (long white/ivory/beige)
	20	pcks	Post it note, 100s (Pastel yellow/green/blue, 3inx4in)
	20	pcs	Spiral Binder (12mm)
	20	pcs	Spiral Binder (18mm)
	20	pcs	Spiral Binder (28mm)
	20	boxes	Binder Clip-Blackfold (large)
	20	boxes	Binder Clip-Blackfold (medium)
	15	boxes	Binder Clip-Blackfold (small)
	20	boxes	Paper Clip 50s (100mm 10boxes)
	20	boxes	Paper Clip 50s (78mm 10boxes)
	5	boxes	Brass plated paper fasteners-split pins, 100s (1.5 inch)
	15	boxes	Paper fasteners 50s (8 ½ long, 70mm)
	20	boxes	Paper fasteners 50s (70mm)
	20	roll	Scotch tape (1inch)
	10	roll	Duck tape (5sgray/5s dark green) 2 inch
	10	pcs	Heavy duty premium scissors
	10	pcs	Cutter knife (high quality)
	2	boxes	Ball point pen-ordinary, 50s (0.5mm) (black and red)
	5	boxes	Energel Sign pen, 12s (0.5mm) (black and blue)
	5	boxes	Refillable whiteboard marker (black)
	5	boxes	Refillable permanent marker (black)
	5	pcs	Ink whiteboard marker (30ml) (black)
	5	pcs	Ink permanent marker (30ml) (black)
	5	pcs	Stamp pad ink (50ml, purple)
	3	pcs	Small date stamp self-inking rubber stamp-trodat/shiny
	25	pcks	Battery, A23 (2s)
	5	boxes	DVD-RW (4GB/Go)
	5	boxes	CDRW (700MB/Mo)
	5	pcs	Storage box 35 liters with roller (High quality)
	10	pcs	Desk mesh organizer document paper tray (black 2 layers)
	12	gal	Hand sanitizing gel (1gal)
	2	pcs	HDMI Cable (10 meters)
	5	pcs	Internal hard drive (2TB 3-5-inch SATA 6Gb/s 5400 RPM)
	3	pcs	Solid state drive (1TB PC SSD SATA 6GB/s 2.5in)
	10	pcs	Back UPS (650VA/325 Watts 230V)
	10	pcs	Wifi adapter (150Mbps high gain wireless USB Adapter)
	2	pcs	VGA to HDMI Adapter (1080P HD Audio TV AV HDTV)
	2	pcs	HDMI to VGA Cable 1.8M (HD 1080P HDMI to VGA)
	12	pcs	Swivel chair

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 March 09, 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. 055-2021-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 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
	<b>Office and Equipment Supplies for Official use of CDD-PFMS</b>	
	Sticker paper, 10s (A4 Matte)	
	Photopaper, 10s (A4, Matte Inkjet)	
	Specialty Paper, 10s (A4, 90 gsm, white/ivory/beige)	
	Specialty Paper, 10s (long white/ivory/beige)	
	Post it note, 100s (Pastel yellow/green/blue, 3inx4in)	
	Spiral Binder (12mm)	
	Spiral Binder (18mm)	
	Spiral Binder (28mm)	
	Binder Clip-Blackfold (large)	
	Binder Clip-Blackfold (medium)	
	Binder Clip-Blackfold (small)	
	Paper Clip 50s (100mm 10boxes)	
	Paper Clip 50s (78mm 10boxes)	
	Brass plated paper fasteners-split pins, 100s (1.5 inch)	
	Paper fasteners 50s (8 ½ long, 70mm)	
	Paper fasteners 50s (70mm)	
	Scotch tape (1inch)	
	Duck tape (5sgray/5s dark green) 2 inch	
	Heavy duty premium scissors	
	Cutter knife (high quality)	
	Ball point pen-ordinary, 50s (0.5mm) (black and red)	
	Energel Sign pen, 12s (0.5mm) (black and blue)	
	Refillable whiteboard marker (black)	
	Refillable permanent marker (black)	
	Ink whiteboard marker (30ml) (black)	
	Ink permanent marker (30ml) (black)	
	Stamp pad ink (50ml, purple)	
	Small date stamp self-inking rubber stamp-trodat/shiny	
	Battery, A23 (2s)	
	DVD-RW (4GB/Go)	
	CDRW (700MB/Mo)	
	Storage box 35 liters with roller (High quality)	
	Desk mesh organizer document paper tray (black 2 layers)	
	Hand sanitizing gel (1 gal)	
	HDMI Cable (10 meters)	
	Internal hard drive (2TB 3-5-inch SATA 6Gb/s 5400 RPM)	
	Solid state drive (1TB PC SSD SATA 6GB/s 2.5in)	
	Back UPS (650VA/325 Watts 230V)	
	Wifi adapter (150Mbps high gain wireless USB Adapter)	
	VGA to HDMI Adapter (1080P HD Audio TV AV HDTV)	
	HDMI to VGA Cable 1.8M (HD 1080P HDMI to VGA)	
	Swivel chair	

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

**QUOTATION FORM**

RFQ No. 055-2021  
PR NO. 2021-02-055-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
	<b>Office and Equipment Supplies for Official use of CDD-PFMS</b>			
	Sticker paper, 10s (A4 Matte)	10pcks		
	Photopaper, 10s (A4, Matte Inkjet)	10pcks		
	Specialty Paper, 10s (A4, 90 gsm, white/ivory/beige)	10pcks		
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	Brass plated paper fasteners-split pins, 100s (1.5 inch)	5boxes		
	Paper fasteners 50s (8 ½ long, 70mm)	15boxes		
	Paper fasteners 50s (70mm)	20boxes		
	Scotch tape (1inch)	20roll		
	Duck tape (5sgray/5s dark green) 2 inch	10roll		
	Heavy duty premium scissors	10pcs		
	Cutter knife (high quality)	10pcs		
	Ball point pen-ordinary, 50s (0.5mm) (black and red)	2boxes		
	Energel Sign pen, 12s (0.5mm) (black and blue)	5boxes		
	Refillable whiteboard marker (black)	5boxes		
	Refillable permanent marker (black)	5boxes		
	Ink whiteboard marker (30ml) (black)	5pcs		
	Ink permanent marker (30ml) (black)	5pcs		
	Stamp pad ink (50ml, purple)	5pcs		
	Small date stamp self-inking rubber stamp-trodats/shiny	3pcs		
	Battery, A23 (2s)	25pcks		
	DVD-RW (4GB/Go)	5boxes		
	CDRW (700MB/Mo)	5boxes		
	Storage box 35 liters with roller (High quality)	5pcs		
	Desk mesh organizer document paper tray (black 2 layers)	10pcs		
	Hand sanitizing gel (1gal)	12gal		
	HDMI Cable (10 meters)	2pcs		
	Internal hard drive (2TB 3-5-inch SATA 6Gb/s 5400 RPM)	5pcs		
	Solid state drive (1TB PC SSD SATA 6GB/s 2.5in)	3pcs		
	Back UPS (650VA/325 Watts 230V)	10pcs		
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	HDMI to VGA Cable 1.8M (HD 1080P HDMI to VGA)	2pcs		
	Swivel chair	12pcs		

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

\_\_\_\_\_  
Signature over printed name of Canvasser