

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 093-2021-CDD

Date: March 15, 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 = P254,610.00
	15	boxes	Bond paper (A4, 80gsm)
	15	boxes	Bond paper (Legal, 80gsm)
	1	box	Mailing Envelope 500s (White)
	2	boxes	Pressboard/Expandable Folder, 100s(Legal,Local 1 box Green & 1 box white)
	20	rolls	Masking tape (1 inch)
	20	rolls	Packaging tape (2 inch)
	10	rolls	Electrical tape (1 inch) (black)
	10	jars	Multi-Purpose Glue (130 g)
	30	pcs	Correction tape (10m)
	5	pcs	Heavy duty stapler
	20	pcs	Staple wire, 5000/box (no. 35, 26/6)
	20	boxes	Pencil lead with eraser (12’s)
	5	pcs	Stamp pad, Felt, Bed dimension (60mmx10mm, Purple)
	30	packs	Battery, AAA (2s)
	25	packs	battery, AA (2s)
	10	pcs	File box
	130	bottles	Ink. Epson L360, Black-T6641
	80	bottles	Ink. Epson L360, Cyan-T6642
	80	bottles	Ink. Epson L360, Magenta-T6643
	80	bottles	Ink. Epson L360, Yellow-T6643
	30	bottles	Alcohol 70% (Antiseptic/Disinfectant/Antibacterial) (500ml)
	24	cans	Disinfectant spray (Early morning Breeze/Vanilla & Blossom/Jasmine Rain (170 g)
	10	pcs	Flash Drive 16gb
	10	pcs	External Hard Drive (1TB USB 3.2 Gren 1 Portable External Hard Drive)

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 23, 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. 093-2021-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
	Bond paper (A4, 80gsm)	
	Bond paper (Legal, 80gsm)	
	Mailing Envelope 500s (White)	
	Pressboard/Expandable Folder, 100s(Legal,Local 1 box Green & 1 box white)	
	Masking tape (1 inch)	
	Packaging tape (2 inch)	
	Electrical tape (1 inch) (black)	
	Multi-Purpose Glue (130 g)	
	Correction tape (10m)	
	Heavy duty stapler	
	Staple wire, 5000/box (no. 35, 26/6)	
	Pencil lead with eraser (12's)	
	Stamp pad, Felt, Bed dimension (60mmx10mm, Purple)	
	Battery, AAA (2s)	
	battery, AA (2s)	
	File box	
	Ink. Epson L360, Black-T6641	
	Ink. Epson L360, Cyan-T6642	
	Ink. Epson L360, Magenta-T6643	
	Ink. Epson L360, Yellow-T6643	
	Alcohol 70% (Antiseptic/Disinfectant/Antibacterial) (500ml)	
	Disinfectant spray (Early morning Breeze/Vanilla & Blossom/Jasmine Rain(170 g)	
	Flash Drive 16gb	
	External Hard Drive (1TB USB 3.2 Gren 1 Portable External Hard Drive)	

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

QUOTATION FORM

RFQ No. 093-2021

PR NO. 2021-03-093-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
	Bond paper (A4, 80gsm)	15boxes		
	Bond paper (Legal, 80gsm)	15boxes		
	Mailing Envelope 500s (White)	1box		
	Pressboard/Expandable Folder, 100s(Legal,Local 1 box Green & 1 box white)	2boxes		
	Masking tape (1 inch)	20rolls		
	Packaging tape (2 inch)	20rolls		
	Electrical tape (1 inch) (black)	10rolls		
	Multi-Purpose Glue (130 g)	10jars		
	Correction tape (10m)	30pcs		
	Heavy duty stapler	5pcs		
	Staple wire, 5000/box (no. 35, 26/6)	20pcs		
	Pencil lead with eraser (12's)	20boxes		
	Stamp pad, Felt, Bed dimension (60mmx10mm, Purple)	5pcs		
	Battery, AAA (2s)	30packs		
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	Ink. Epson L360, Black-T6641	130bottles		
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	Ink. Epson L360, Yellow-T6643	80bottles		
	Alcohol 70% (Antiseptic/Disinfectant/Antibacterial) (500ml)	30bottles		
	Disinfectant spray (Early morning Breeze/Vanilla & Blossom/Jasmine Rain(170 g)	24cans		
	Flash Drive 16gb	10pcs		
	External Hard Drive (1TB USB 3.2 Gren 1 Portable External Hard Drive)	10pcs		

Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Convasser