

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 097-2021-CDD

Date: March 29, 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 = P80,811.63
			LOT I ABC = 31,336.25
	20	pad	Note pad, stick on, 50mm x 76mm (2"x3") min
	20	pad	Note pad, stick on, 76mm x 100mm (3"x4") min
	20	pad	Note pad, stick on, 76mm x 76mm (3"x3") min
	15	pcs	Notebook spiral 40 leaves
	29	rms	Paper multicopy, 80gsm, size 210mmx297mm
	25	rms	Paper multicopy, 80gsm, size 216mmx330mm
	6	book	Record book, 300 pages size 214mmx278mm min
	6	book	Record book, 500 pages size 214mmx278mm min
	5	bxs	Staple wire, standard (26/6)
	1	roll	Tape electrical 18mmx16m min
	3	roll	Tape masking width; 24mm (1mm)
	3	roll	Tape masking, width 48mm (1mm)
	3	roll	Tape packaging width; 48mm (1mm)
	3	roll	Tape transparent, width 24mm (1mm)
	3	roll	Tape transparent, width 48mm (1mm)
	19	pcs	Correction tape film base type UL 6m min
	10	pcs	Data folder, made of chipboard, taglia lock
	4	pcs	Eraser plasti/rubber, for pencil draft/writing
	1	unit	Digital voice recorder, memory; 4GB (expandable)
	2	pcs	Pencil sharpener manual single cutter head
	3	pcs	Puncher, paper heavy duty with two-hole guide
	4	pair	Scissors, symmertrical, blade length; 65mm min
	4	pcs	Stapler standard type, load cap: 200 staples min
	3	pcs	Tape dispenser table top for 24mm width tape
	2	pcks	Folder tagboard for legal size documents
	1	box	Index tab self-adhesive transparent
	2	set	Marker fluorescent 3 assorted colors per set
	3	bxs	Paper clip, vinyl/plastic coat, length; 32mm min
	3	bxs	Paper clip, vinyl/plastic coat, length 50mm min
	2	bxs	Pencil lead w/ eraser wood cased, hardness; HB
	4	bundle	Ring binder, plastic 32mm, 84 rings
	1	pc	Stamp pad felt bed dimension; 60mm x 100mm min
	2	pcs	Cutter blade, for heavy duty cutter
	2	pcs	Cutter knife, for general purpose
	2	bundle	Folder fancy for legal size documents
	2	pcs	Eraser felt for blackboard/whiteboard
	2	bxs	Fastener metal, 70mm between prongs
	1	box	Envelope, mailing white, 70gsm
	3	bxs	Energel (black 0.5mm ball needle point)
	3	bxs	Energel (blue 0.5mm ball needle point)
			LOT II ABC = 7,897.78
	30	btls	Hand sanitizer 500ml
	30	btls	Alcohol isopropyl 68% - 72% 500ml (5ml)
	19	pcks	Toilet tissue paper 2ply, 100% recycled
	2	can	Disinfectant spray aerosol type 400-550 grams
			LOT III ABC = 41,577.6
	14	cart	Ink cart, EPSON C13T00V100, EPSON L3110, Black
	14	cart	Ink cart, EPSON C13T00V200, EPSON L3110, Cyan
	14	cart	Ink cart, EPSON C13T00V300, EPSON L3110, Magenta
	14	cart	Ink cart, EPSON C13T00V400, EPSON L3110, Yellow
	14	cart	Ink cart, EPSON C13T664100 (T6641), Black
	14	cart	Ink cart, EPSON C13T664200 (T6642), Cyan
	14	cart	Ink cart, EPSON C13T664300 (T6643), Magenta
	14	cart	Ink cart, EPSON C13T664400 (T6644), Yellow

	1	unit	All-in-One Ink Tank Printer
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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. **Purchase 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 April 06, 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. 097-2021-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 **Purchase Order (PO)** 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
	Note pad, stick on, 50mm x 76mm (2"x3") min	
	Note pad, stick on, 76mm x 100mm (3"x4") min	
	Note pad, stick on, 76mm x 76mm (3"x3") min	
	Notebook spiral 40 leaves	
	Paper multicopy, 80gsm, size 210mmx297mm	
	Paper multicopy, 80gsm, size 216mmx330mm	
	Record book, 300 pages size 214mmx278mm min	
	Record book, 500 pages size 214mmx278mm min	
	Staple wire, standard (26/6)	
	Tape electrical 18mmx16m min	
	Tape masking width; 24mm (1mm)	
	Tape masking, width 48mm (1mm)	
	Tape packaging width; 48mm (1mm)	
	Tape transparent, width 24mm (1mm)	
	Tape transparent, width 48mm (1mm)	
	Correction tape film base type UL 6m min	
	Data folder, made of chipboard, taglia lock	
	Eraser plasti/rubber, for pencil draft/writing	
	Digital voice recorder, memory; 4GB (expandable)	
	Pencil sharpener manual single cutter head	
	Puncher, paper heavy duty with two-hole guide	
	Scissors, symmetrical, blade length; 65mm min	
	Stapler standard type, load cap: 200 staples min	
	Tape dispenser table top for 24mm width tape	
	Folder tagboard for legal size documents	
	Index tab self-adhesive transparent	
	Marker fluorescent 3 assorted colors per set	
	Paper clip, vinyl/plastic coat, length; 32mm min	
	Paper clip, vinyl/plastic coat, length 50mm min	
	Pencil lead w/ eraser wood cased, hardness; HB	
	Ring binder, plastic 32mm, 84 rings	
	Stamp pad felt bed dimension; 60mm x 100mm min	
	Cutter blade, for heavy duty cutter	
	Cutter knife, for general purpose	
	Folder fancy for legal size documents	
	Eraser felt for blackboard/whiteboard	
	Fastener metal, 70mm between prongs	
	Envelope, mailing white, 70gsm	
	Energel (black 0.5mm ball needle point)	
	Energel (blue 0.5mm ball needle point)	

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

QUOTATION FORM NO.1

RFQ No. 097-2021
PR NO. 2021-03-097-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
	Note pad, stick on, 50mm x 76mm (2"x3") min	20pad		
	Note pad, stick on, 76mm x 100mm (3"x4") min	20pad		
	Note pad, stick on, 76mm x 76mm (3"x3") min	20pad		
	Notebook spiral 40 leaves	15pcs		
	Paper multicopy, 80gsm, size 210mmx297mm	29rms		
	Paper multicopy, 80gsm, size 216mmx330mm	25rms		
	Record book, 300 pages size 214mmx278mm min	6book		
	Record book, 500 pages size 214mmx278mm min	6book		
	Staple wire, standard (26/6)	5bxs		
	Tape electrical 18mmx16m min	1roll		
	Tape masking width; 24mm (1mm)	3roll		
	Tape masking, width 48mm (1mm)	3roll		
	Tape packaging width; 48mm (1mm)	3roll		
	Tape transparent, width 24mm (1mm)	3roll		
	Tape transparent, width 48mm (1mm)	3roll		
	Correction tape film base type UL 6m min	19pcs		
	Data folder, made of chipboard, taglia lock	10pcs		
	Eraser plasti/rubber, for pencil draft/writing	4pcs		
	Digital voice recorder, memory; 4GB (expandable)	1unit		
	Pencil sharpener manual single cutter head	2pcs		
	Puncher, paper heavy duty with two-hole guide	3pcs		
	Scissors, symmetrical, blade length; 65mm min	4pair		
	Stapler standard type, load cap: 200 staples min	4pcs		
	Tape dispenser table top for 24mm width tape	3pcs		
	Folder tagboard for legal size documents	2pcks		
	Index tab self-adhesive transparent	1box		
	Marker fluorescent 3 assorted colors per set	2set		
	Paper clip, vinyl/plastic coat, length; 32mm min	3bxs		
	Paper clip, vinyl/plastic coat, length 50mm min	3bxs		
	Pencil lead w/ eraser wood cased, hardness; HB	2bxs		
	Ring binder, plastic 32mm, 84 rings	4bundle		
	Stamp pad felt bed dimension; 60mm x 100mm min	1pc		
	Cutter blade, for heavy duty cutter	2pcs		
	Cutter knife, for general purpose	2pcs		
	Folder fancy for legal size documents	2bundle		
	Eraser felt for blackboard/whiteboard	2pcs		
	Fastener metal, 70mm between prongs	2bxs		
	Envelope, mailing white, 70gsm	1box		
	Energel (black 0.5mm ball needle point)	3bxs		
	Energel (blue 0.5mm ball needle point)	3bxs		

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

Signature over printed name of Canvasser

QUOTATION FORM NO.2

RFQ No. 097-2021
PR NO. 2021-03-097-CDD

The Chairperson

Bids and Awards Committee
Department of Environment and Natural Resources
Regional Office No. 5
Rawis, Legaspi City

- 2) 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
	Hand sanitizer 500ml	30btl		
	Alcohol isopropyl 68% - 72% 500ml (5ml)	30btl		
	Toilet tissue paper 2ply, 100% recycled	19pck		
	Disinfectant spray aerosol type 400-550 grams	2can		

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

Signature over printed name of Canvasser

QUOTATION FORM NO.3

RFQ No. 097-2021
PR NO. 2021-03-097-CDD

The Chairperson

Bids and Awards Committee
Department of Environment and Natural Resources
Regional Office No. 5
Rawis, Legaspi City

- 3) 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
	Ink cart, EPSON C13T00V100, EPSON L3110, Black	14cart		
	Ink cart, EPSON C13T00V200, EPSON L3110, Cyan	14cart		
	Ink cart, EPSON C13T00V300, EPSON L3110, Magenta	14cart		
	Ink cart, EPSON C13T00V400, EPSON L3110, Yellow	14cart		
	Ink cart, EPSON C13T664100 (T6641), Black	14cart		
	Ink cart, EPSON C13T664200 (T6642), Cyan	14cart		
	Ink cart, EPSON C13T664300 (T6643), Magenta	14cart		
	Ink cart, EPSON C13T664400 (T6644), Yellow	14cart		
	All-in-One Ink Tank Printer	1unit		

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

Signature over printed name of Canvasser