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

REQUEST FOR QUOTATION (RFQ)
RFQ No. 120-2021-PMD
Date: May 10, 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 PMD.

Item No.	Quantity	Unit	Description
			ABC = P143,632.00
			Office Supplies for the use of Planning and Management Division
			LOT I = 45,306.00
	30	ream	Bond paper, long
	24	ream	Bond paper, A4
	15	pck	Photopaper, 10s (A4 mate inkjet)
	15	pck	Specialty paper, 10s (A4, 90gsm, white/ivory/beige)
	15	pck	Specialty paper, 10s (long, white/ivory/beige)
	2	bottle	Stamp pad ink, purple and black
	12	boxes	Ballpen, pilot, black/blue
	2	pcs	Signpen, energel, black
	24	pcs	Battery AAA, Energizer
	24	pcs	Battery AA, Energizer
	3	unit	Stand fan
	1	unit	Smart TV 40""
			LOT II = 93,050.00
	5	pcs	Flash drive, 16GB
	5	pcs	Ink brother, LC569XL, black
	5	pcs	Ink brother, LC565XL, cyan
	5	pcs	Ink brother, LC565XL, magenta
	5	pcs	Ink brother, LC565XL, yellow
	5	sets	Ink Epson (3110), 003, black, cyan, magenta, yellow
	10	pcs	Ink Epson (L360) T\6641, black
	4	pcs	Ink canon G 2010, 790, black, cyan, yellow, magenta
	2	pcs	External hard drive, 2TB
	5	unit	UPS
	1	pc	HP Toner #35A
	2	bag	Laptop case or bag
	3	pcs	Earphones
	6	sets	Webcam (for computer)
			LOT III = 5,276.00
	12	bottle	Alcohol, ethyl 70%, 500ml
	3	can	Disinfectant spray, aerosol type, 400 grams
	2	bottle	Cleaner, toilet bowl
	10	pck	Toilet tissue paper, 2 ply sheets
	6	can	Dishwashing paste, big
	4	bottle	Hand soap liquid

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 May 18, 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. 120-2021-PMD)

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

PR No. 2021-04-120-PMD ATTACHMENT NO. 1
RFQ No. 120-2021

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
	Office Supplies for the use of Planning and Management Division	
	LOT I	
	Bond paper, long	
	Bond paper, A4	
	Photopaper, 10s (A4 mate inkjet)	
	Specialty paper, 10s (A4, 90gsm, white/ivory/beige)	
	Specialty paper, 10s (long, white/ivory/beige)	
	Stamp pad ink, purple and black	
	Ballpen, pilot, black/blue	
	Signpen, energel, black	
	Battery AAA, Energizer	
	Battery AA, Energizer	
	Stand fan	
	Smart TV 40""	

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

PR No. 2021-04-120-PMD ATTACHMENT NO. 2
RFQ No. 120-2021

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
	Office Supplies for the use of Planning and Management Division	
	LOT II	
	Flash drive, 16GB	
	Ink brother, LC569XL, black	
	Ink brother, LC565XL, cyan	
	Ink brother, LC565XL, magenta	
	Ink brother, LC565XL, yellow	
	Ink Epson (3110), 003, black, cyan, magenta, yellow	
	Ink Epson (L360) T\6641, black	
	Ink canon G 2010, 790, black, cyan, yellow, magenta	
	External hard drive, 2TB	
	UPS	
	HP Toner #35A	
	Laptop case or bag	
	Earphones	
	Webcam (for computer)	

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

PR No. 2021-04-120-PMD ATTACHMENT NO. 3
RFQ No. 120-2021

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
	Office Supplies for the use of Planning and Management Division	
	LOT III	
	Alcohol, ethyl 70%, 500ml	
	Disinfectant spray, aerosol type, 400 grams	
	Cleaner, toilet bowl	
	Toilet tissue paper, 2 ply sheets	
	Dishwashing paste, big	
	Hand soap liquid	

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

QUOTATION FORM NO. 1

RFQ No. 120-2021
PR NO. 2021-04-120-PMD

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
	Office Supplies for the use of Planning and Management Division			
	LOT I			
	Bond paper, long	30ream		
	Bond paper, A4	24ream		
	Photopaper, 10s (A4 mate inkjet)	15pck		
	Specialty paper, 10s (A4, 90gsm, white/ivory/beige)	15pck		
	Specialty paper, 10s (long, white/ivory/beige)	15pck		
	Stamp pad ink, purple and black	2bottle		
	Ballpen, pilot, black/blue	12boxes		
	Signpen, energel, black	2pcs		
	Battery AAA, Energizer	24pcs		
	Battery AA, Energizer	24pcs		
	Stand fan	3unit		
	Smart TV 40””	1unit		

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

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Signature over printed name of Canvasses

QUOTATION FORM NO. 2

RFQ No. 120-2021
PR NO. 2021-04-120-PMD

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
	Office Supplies for the use of Planning and Management Division			
	LOT II			
	Flash drive, 16GB	5pcs		
	Ink brother, LC569XL, black	5pcs		
	Ink brother, LC565XL, cyan	5pcs		
	Ink brother, LC565XL, magenta	5pcs		
	Ink brother, LC565XL, yellow	5pcs		
	Ink Epson (3110), 003, black, cyan, magenta, yellow	5sets		
	Ink Epson (L360) T\6641, black	10pcs		
	Ink canon G 2010, 790, black, cyan, yellow, magenta	4pcs		
	External hard drive, 2TB	2pcs		
	UPS	5unit		
	HP Toner #35A	1pc		
	Laptop case or bag	2bag		
	Earphones	3pcs		
	Webcam (for computer)	6sets		

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

_____
Signature over printed name of Canvasser

QUOTATION FORM

RFQ No. 120-2021
PR NO. 2021-04-120-PMD

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
	Office Supplies for the use of Planning and Management Division			
	LOT III			
	Alcohol, ethyl 70%, 500ml	12bottle		
	Disinfectant spray, aerosol type, 400 grams	3can		
	Cleaner, toilet bowl	2bottle		
	Toilet tissue paper, 2 ply sheets	10pck		
	Dishwashing paste, big	6can		
	Hand soap liquid	4bottle		

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

_____
Signature over printed name of Canvasser