

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 122-2021-ORED

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 ORED.

Item No.	Quantity	Unit	Description
			ABC = P57,710.00
			Office supplies for the use of ORED
			LOT I = P31,535.00
	10	pads	Note Pad Stick on 50mm x 76 mm (2"x3") mi m
	10	pads	Note Pad Stick on 76mm x 100 mm (3"x4") mi m
	10	pads	Note Pad Stick on 76mm x 76 mm (3"x3") mi m
	20	rms	Paper Multi-Purpose (copy) A4
	20	rms	Paper Multi-Purpose (copy) F4
	20	rms	Paper Multi-Purpose (copy) short
	20	pack	Paper Tissue paper 2 ply 100% recycle
	10	pack	Battery dry cell, AA 2 pieces per blister pck
	10	pack	Battery dry cell, AAA 2 pieces per blister pck
	2	pcs	Stapler heavy Duty No. 35
	5	box	Stapler wire for heavy duty stapler no. 35
	5	box	Stapler wire for heavy duty stapler no. 10
	5	roll	Tape masking width 24mm (1mm)
	5	roll	Tape masking width 48mm (1mm)
	20	pcs	Correction tape
	30	pcs	Expandable folder (color)
	5	bxs	Paper clip (plastic)
	5	bxs	Paper fastener (plastic)
	2	bxs	Pencil
	2	pcs	Pencil sharpener manual single cutter head
	2	pcs	Tape dispenser table top for 24mm width taps
	3	bxs	Ballpen (ordinary)
	3	bxs	Sign pen (pilot)
	25	pcs	Sticky note (sign here) plastic
			LOT II = P26,175.00
	5	cart	Cartridge 678-Tri-color
	5	cart	Cartridge 678-black
	5	cart	Ink-Epson 003 (B/Y/C/M)
	10	cart	Ink-Epson 664 (B/Y/C/M)
	1	pc	Toner CT 201911-Fuji Xerox
	2	pcs	External hard drive
	5	pcs	Flash drive 32 & 16

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. 122-2021-ORED)
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
	Office supplies for the use of ORED	
	LOT I	
	Note Pad Stick on 50mm x 76 mm (2"x3") mi m	
	Note Pad Stick on 76mm x 100 mm (3"x4") mi m	
	Note Pad Stick on 76mm x 76 mm (3"x3") mi m	
	Paper Multi-Purpose (copy) A4	
	Paper Multi-Purpose (copy) F4	
	Paper Multi-Purpose (copy) short	
	Paper Tissue paper 2 ply 100% recycle	
	Battery dry cell, AA 2 pieces per blister pck	
	Battery dry cell, AAA 2 pieces per blister pck	
	Stapler heavy Duty No. 35	
	Stapler wire for heavy duty stapler no. 35	
	Stapler wire for heavy duty stapler no. 10	
	Tape masking width 24mm (1mm)	
	Tape masking width 48mm (1mm)	
	Correction tape	
	Expandable folder (color)	
	Paper clip (plastic)	
	Paper fastener (plastic)	
	Pencil	
	Pencil sharpener manual single cutter head	
	Tape dispenser table top for 24mm width taps	
	Ballpen (ordinary)	
	Sign pen (pilot)	
	Sticky note (sign here) plastic	
	LOT II	
	Cartridge 678-Tri-color	
	Cartridge 678-black	
	Ink-Epson 003 (B/Y/C/M)	
	Ink-Epson 664 (B/Y/C/M)	
	Toner CT 201911-Fuji Xerox	
	External hard drive	
	Flash drive 32 & 16	

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

QUOTATION FORM

RFQ No. 122-2021
PR NO. 2021-04-122-ORED

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 ORED			
	LOT I			
	Note Pad Stick on 50mm x 76 mm (2"x3") mi m	10pads		
	Note Pad Stick on 76mm x 100 mm (3"x4") mi m	10pads		
	Note Pad Stick on 76mm x 76 mm (3"x3") mi m	10pads		
	Paper Multi-Purpose (copy) A4	20rms		
	Paper Multi-Purpose (copy) F4	20rms		
	Paper Multi-Purpose (copy) short	20rms		
	Paper Tissue paper 2 ply 100% recycle	20pack		
	Battery dry cell, AA 2 pieces per blister pck	10pack		
	Battery dry cell, AAA 2 pieces per blister pck	10ack		
	Stapler heavy Duty No. 35	2pcs		
	Stapler wire for heavy duty stapler no. 35	5box		
	Stapler wire for heavy duty stapler no. 10	5box		
	Tape masking width 24mm (1mm)	5roll		
	Tape masking width 48mm (1mm)	5roll		
	Correction tape	20pcs		
	Expandable folder (color)	30pcs		
	Paper clip (plastic)	5bxs		
	Paper fastener (plastic)	5bxs		
	Pencil	2bxs		
	Pencil sharpener manual single cutter head	2pcs		
	Tape dispenser table top for 24mm width taps	2pcs		
	Ballpen (ordinary)	3bxs		
	Sign pen (pilot)	3bxs		
	Sticky note (sign here) plastic	25pcs		
	LOT II			
	Cartridge 678-Tri-color	5cart		
	Cartridge 678-black	5cart		
	Ink-Epson 003 (B/Y/C/M)	5cart		
	Ink-Epson 664 (B/Y/C/M)	10cart		
	Toner CT 201911-Fuji Xerox	1pc		
	External hard drive	2pcs		
	Flash drive 32 & 16	5pcs		

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

Signature over printed name of Canvasser