

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 081-2020 -ORED

Date: May 29, 2020

1. The Department of Environment and Natural Resources hereinafter referred to as “the Purchaser” now requests you to submit price quotation/s for the supply and delivery of the following items based on the Approved Procurement Plan/Supplemental Procurement Plan of the ORED.

Item No.	Quantity	Unit	Description
			ABC = P 61,613.00
	5	can	Insecticide, aerosol, 600ml
	20	bot	Alcohol, 70% solution
	10	pds	Note pad, stick on, 2 x 3
	10	pds	Note Pad, stick on, 3 x 4
	10	pds	Note pad, stick on, 3 x 3
	30	rms	Bond paper, A4
	30	rms	Bond paper, Legal size
	4	bxs	Sign pen, black, liquid gel , 0.5
	4	bxs	Sign pen, black, liquid gel, 0.7
	24	pck	Toilet Tissue paper, 2 ply
	5	pck	Battery dry cell AA
	5	pck	Battery, dry cell, AAA
	50	pcs	Correction tape
	5	bxs	Fastener, colored, plastic
	15	pcks	Steaky note, (Sign here), plastic
	10	bxs	Staple wire #35
	10	pcs	Light Bulb LED, 1.5 watts
	10	bot	Vleaner Toilet Bowl & Urinal
	15	bot	Dishwashing liquid, soap, big
	5	bar	Datertgent bar, 140 grms
	5	packs	Detergent Powder, 1 kg
	5	pck	Scouring pad, nylon
	4	rls	Trashbag, plastic, transparent
	10	pcs	Flash Drive, 16GB capacity
	6	bxs	Paper clip, plastic, big
	8	bot	Hand wash, liquid soap
	10	pcs	Staple remover, HD
	12	cart	Ink, Epson 003(Y-2,C-2, B-8, M-2)

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.

(1) 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 lowest cost per lot which shall not exceed 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 lowest 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 27, 2020.
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. 081-2020- ORED) _____
Signature over printed name of Canvasser
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 applicable rate for late deliveries/services is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. 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.
12. The prospective bidder shall submit the following:
 - a) Quotation Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration
 - d) Proof of valid Mayor's Permit
 - e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
 - f) If the supplier has an updated legal documents (items c-f) filed with the Bids and Awards Committee (BAC), a Certificate of Accreditation issued by the BAC Secretariat may be submitted in lieu of items c-f
 - g) Updated BIR Tax Clearance issued by BIR C.O.

ENGR. EVA S. OCFEMIA, PhD, CESO IV
BAC Chairman
JSC/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
	Insecticide, aerosol, 600ml	
	Alcohol, 70% solution	
	Note pad, stick on, 2 x 3	
	Note Pad, stick on, 3 x 4	
	Note pad, stick on, 3 x 3	
	Bond paper, A4	
	Bond paper, Legal size	
	Sign pen, black, liquid gel , 0.5	
	Sign pen, black, liquid gel, 0.7	
	Toilet Tissue paper, 2 ply	
	Battery dry cell AA	
	Battery, dry cell, AAA	
	Correction tape	
	Fastener, colored, plastic	
	Steaky note, (Sign here), plastic	
	Staple wire #35	
	Light Bulb LED, 1.5 watts	
	Vleaner Toilet Bowl & Urinal	
	Dishwashing liquid, soap, big	
	Datergent bar, 140 grms	
	Detergent Powder, 1 kg	
	Scouring pad, nylon	
	Trashbag, plastic, transparent	
	Flash Drive, 16GB capacity	
	Paper clip, plastic, big	
	Hand wash, liquid soap	
	Staple remover, HD	
	Ink, Epson 003(Y-2,C-2, B-8, M-2)	

Supplier's representative signature over printed name
Designation
Name of Company
Address

QUOTATION FORM

RFQ No. 081-2020
PR No. 2020-03-081-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
	Insecticide, aerosol, 600ml	5 can		
	Alcohol, 70% solution	20 bot		
	Note pad, stick on, 2 x 3	10 pds		
	Note Pad, stick on, 3 x 4	10 pds		
	Note pad, stick on, 3 x 3	10 pds		
	Bond paper, A4	30 rms		
	Bond paper, Legal size	30 rms		
	Sign pen, black, liquid gel , 0.5	4 bxs		
	Sign pen, black, liquid gel, 0.7	4 bxs		
	Toilet Tissue paper, 2 ply	24 pcks		
	Battery dry cell AA	5 pck		
	Battery, dry cell, AAA	5 pck		
	Correction tape	50 pcs		
	Fastener, colored, plastic	5 bxs		
	Steaky note, (Sign here), plastic	15 pck		
	Staple wire #35	10 bxs		
	Light Bulb LED, 1.5 watts	10 pcs		
	Vleaner Toilet Bowl & Urinal	10 bot		
	Dishwashing liquid, soap, big	15 bot		
	Datargent bar, 140 grms	5 bar		
	Detergent Powder, 1 kg	5 pck		
	Scouring pad, nylon	5 pck		
	Trashbag, plastic, transparent	4 rls		
	Flash Drive, 16GB capacity	10 pcs		
	Paper clip, plastic, big	6 bxs		
	Hand wash, liquid soap	8 bot		
	Staple remover, HD	10 pcs		
	Ink, Epson 003(Y-2,C-2, B-8, M-2)	12 cart		

- 2) We undertake, if our Quotation or bid is accepted, to deliver the above goods/services within thirty (30) days delivery from receipt of **Job Order**.
- 3) We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods/services delivered.

Supplier's representative signature over printed name
Designation

Signature over printed name of Convasser