

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 121-2020 - CDD

Date: June 23, 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 CDD

Item No.	Quantity	Unit	Description
			ABC = P 574,004.75
	3	unt	Recorder, 8GB
	3	unt	Pointer
	20	unt	Flashdrive, 16GB, USB, 3.0
	30	unt	Flashdrive, 32GB, USB 3.0
	15	unt	Flashdrive, 64GB, USB 3.1
	20	unt	Internal Hardware, 2TB
	30	pcs	Ink, black, HP680, potable printer
	20	pcs	Ink, tri color HP 680 portable printer
	160	bot	Ink, Epson, L360, black, T6641
	100	bot	Ink, Epson, L360, cyan, T6642
	100	bot	Ink, Epson, L360, magenta, T6643
	100	bot	Ink, Epson, L360, yellow, T6644
	20	pcs	Frame, A4
	30	pcs	Certificate, jacket, black and green, A4
	30	pcs	Certificate jacket, black and green, long
	50	bxs	Ballpen, black, ordinary, 12s
	30	bxs	Pencil lead w/ eraser, 12s
	1	pc	Cork Board, 24 x 36
	2	pcs	Cord Board, 18 x 24
	5	bxs	Push pin, 50s
	50	pcs	Data file box w/ chipboard w/ closed ends
	50	pcs	Post-it-note, arrow flag, ½”
	30	pcs	Folder, ring binder, 76 x 230x 380 portrait
	20	pck	Form plain white, A4, 50s
	20	pck	Folder, plain white, long 50s
	50	pcs	Plastic folder, thick
	2	bxs	Folder expandable, white 210 x370, 100s
	10	pcs	Glue, multi purpose, 130g
	150	pcs	Sign pen, black, 0.5mm, ball needle point
	10	pcs	Sign pen, 005 pigment
	10	pck	Paper fastener, 50s
	10	pck	Photo paper, long, 20s
	50	pck	Specialty paper, white,cream, beige, A4
	50	pck	Specialty paper, assrt, white, cream, beige, long
	10	pck	Construction paper, 10s, A4
	100	pcs	Correction tape, 6 meter
	20	bxs	Binder clips, backfold, 25mm, 12s
	10	pcs	Paper Rack, 2 layer
	50	pck	Battery size, AAA, alkaline, 2s
	20	pck	Battery size, A23, 2 s
	100	pck	Toilet tissue paper, 12s
	50	bot	Alcohol, 70%, 500 ml
	50	pck	Binder, refill notebook, 5s

	20	pck	Acetate plastic sheet cover, A4
	5	pcs	Record book, 214 x 278mm
	10	bxs	Storage Box, 35L
	1	pc	Laminator, HD
	30	pck	Laminating film, roll, 330mm x 100m, 125 microns
	20	pcs	Mouse, 1,000 DPI
	20	pcs	Wireless keyboard, full size
	3	pcs	Portable wireless lapel microphone headset w/ receiver for voice amplifier audio

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 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 July 06, 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. 121-2020- CDD)

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.

ATTY. RONNEL C. SOPSOP
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
	Recorder, 8GB	
	Pointer	
	Flashdrive, 16GB, USB, 3.0	
	Flashdrive, 32GB, USB 3.0	
	Flashdrive, 64GB, USB 3.1	
	Internal Hardware, 2TB	
	Ink, black, HP680, potable printer	
	Ink, tri color HP 680 portable printer	
	Ink, Epson, L360, black, T6641	
	Ink, Epson, L360, cyan, T6642	
	Ink, Epson, L360, magenta, T6643	
	Ink, Epson, L360, yellow, T6644	
	Frame, A4	
	Certificate, jacket, black and green, A4	
	Certificate jacket, black and green, long	
	Ballpen, black, ordinary, 12s	
	Pencil lead w/ eraser, 12s	
	Cork Board, 24 x 36	
	Cord Board, 18 x 24	
	Push pin, 50s	
	Data file box w/ chipboard w/ closed ends	
	Post-it-note, arrow flag, 1/2"	
	Folder, ring binder, 76 x 230x 380 portrait	
	Form plain white, A4, 50s	
	Folder, plain white, long 50s	
	Plastic folder, thick	
	Folder expandable, white 210 x370, 100s	
	Glue, multi purpose, 130g	
	Sign pen, black, 0.5mm, ball needle point	
	Sign pen, 005 pigment	
	Paper fastener, 50s	
	Photo paper, long, 20s	
	Specialty paper, white,cream, beige, A4	
	Specialty paper, assrt, white, cream, beige, long	
	Construction paper, 10s, A4	
	Correction tape, 6 meter	
	Binder clips, backfold, 25mm, 12s	
	Paper Rack, 2 layer	
	Battery size, AAA, alkaline, 2s	
	Battery size, A23, 2 s	
	Toilet tissue paper, 12s	
	Alcohol, 70%, 500 ml	

	Binder, refill notebook, 5s	
	Acetate plastic sheet cover, A4	
	Record book, 214 x 278mm	
	Storage Box, 35L	
	Laminator, HD	
	Laminating film, roll, 330mm x 100m, 125 microns	
	Mouse, 1,000 DPI	
	Wireless keyboard, full size	
	Portable wireless lapel microphone headset w/ receiver for	
	voice amplifier audio	

Supplier's representative signature over printed name

Designation

Name of Company

Address

Tel & Fax No.

QUOTATION FORM

RFQ No. 121-2020
PR No. 2020-06-121-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
	Recorder, 8GB	3 unts		
	Pointer	33 unts		
	Flashdrive, 16GB, USB, 3.0	20 unts		
	Flashdrive, 32GB, USB 3.0	30 unts		
	Flashdrive, 64GB, USB 3.1	15 unts		
	Internal Hardware, 2TB	20 unts		
	Ink, black, HP680, potable printer	30 pcs		
	Ink, tri color HP 680 portable printer	20pcs		
	Ink, Epson, L360, black, T6641	160 bot		
	Ink, Epson, L360, cyan, T6642	100 bot		
	Ink, Epson, L360, magenta, T6643	100 bot		
	Ink, Epson, L360, yellow, T6644	100 bot		
	Frame, A4	20 pcs		
	Certificate, jacket, black and green, A4	30pcs		
	Certificate jacket, black and green, long	30 pcs		
	Ballpen, black, ordinary, 12s	50 bxs		
	Pencil lead w/ eraser, 12s	30 bxs		
	Cork Board, 24 x 36	1 pc		
	Cord Board, 18 x 24	2 pcs		
	Push pin, 50s	5 bxs		
	Data file box w/ chipboard w/ closed ends	50 pcs		
	Post-it-note, arrow flag, ½”	50 pcs		
	Folder, ring binder, 76 x 230x 380 portrait	30 pcs		
	Form plain white, A4, 50s	20 pck		
	Folder, plain white, long 50s	20 pck		
	Plastic folder, thick	50 pcs		
	Folder expandable, white 210 x370, 100s	2 bxs		
	Glue, multi purpose, 130g	10 pcs		
	Sign pen, black, 0.5mm, ball needle point	150 pcs		
	Sign pen, 005 pigment	10 pcs		
	Paper fastener, 50s	10 bxs		
	Photo paper, long, 20s	10 pck		
	Specialty paper, white,cream, beige, A4	50 pck		
	Specialty paper, assrt, white, cream, beige, long	50 pck		
	Construction paper, 10s, A4	10 pck		
	Correction tape, 6 meter	100 pcs		
	Binder clips, backfold, 25mm, 12s	20 pcs		
	Paper Rack, 2 layer	10 pcs		
	Battery size, AAA, alkaline, 2s	50 pck		

	Battery size, A23, 2 s	20 pck		
	Toilet tissue paper, 12s	100 rls		
	Alcohol, 70%, 500 ml	50 bot		
	Binder, refill notebook, 5s	50 pcs		
	Acetate plastic sheet cover, A4	20 pck		
	Record book, 214 x 278mm	5 pcs		
	Storage Box, 35L	10 pcs		
	Laminator, HD	1 pc		
	Laminating film, roll, 330mm x 100m, 125 microns	30 pck		
	Mouse, 1,000 DPI	20 pcs		
	Wireless keyboard, full size	20 pcs		
	Portable wireless lapel microphone headset w/ receiver for voice amplifier audio	3 pcs		

- 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
Name of Company
Address
Tel & Fax No.

Signature over printed name of Canvasser