

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 151-2020-CDD

Date: June 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 **CDD**.

Item No.	Quantity	Unit	Description
			ABC = P 51,065.00
	2	pcs	External Hard Drive, 2 TB, USB, 3.0
	10	pcs	Flash Drive, 32GB, USB, 3.0
	1	pc	Logitech R400 Wireless Presentation Remote w/ Laser pointer
	12	rms	Bond paper, multicopy, 80 gsm, A4
	12	rms	Bond paper, multicopy, 80 gsm, long
	4	bot	Ink, Epson, L3110, black, .003
	4	bot	Ink, Epson L3110, cyan, .003
	4	bot	Ink, Epson, L3110, magenta, .003
	4	bot	Ink, Epson, L3110, yellow, .003
	4	bot	Ink, Epson, L360, Black, T6641
	4	bot	Ink, Epson, L360, cyan, T6642
	4	bot	Ink, Epson, L360, magenta, T6643
	4	bot	Ink, Epson, L360, Yellow, T6644
	3	pcs	Adventurer ring binder, folder, long w/ label on side
	1	bdl	Ring binder, plastic, 10mm, 10s
	1	bdl	Ring binder, plastic, 6mm, 10s
	1	pck	Folder, plain, white, A4, 50s
	1	pck	Folder, plain, white, long, 50s
	3	pck	Acetate plastic sheet cover, long
	3	pck	Acetate, plastic sheet cover, A4
	2	pck	Specialty paper, 10 sheets, 150 gsm
	2	bxs	Binder clip, backfold, 25mm, 12s
	2	bxs	Binder clip, backfold, 50mm, 12s
	1	bxs	Pencil, lead w/ eraser, 12s
	2	bxs	Ballpen, black, ordinary
	2	pcs	Post-it-note, 3 x 4, light color
	1	bx	Paper fastener, colored
	2	rls	Tape, transparent, 25mm x 50mm
	2	rls	Tape, masking, 25

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:
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. **Purchase Order (PO)** 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 8:30AM 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. 151-2020-CDD)

Signature over printed name of Canvasser
5. Quotations shall be valid for sixty (60) calendar days from the deadline of submission.
6. The delivery period for items/services shall be within thirty (30) calendar days from receipt of the **Purchase Order (PO)/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 Section
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

Republic of the Philippines Department of Environment and Natural Resources Regional Office No. 5, Rawis, Legaspi City TECHNICAL SPECIFICATIONS		
Item/s	Purchaser's Specifications	Bidder's Specifications
	External Hard Drive, 2 TB, USB, 3.0	
	Flash Drive, 32GB, USB, 3.0	
	Logitech R400 Wireless Presentation Remote w/ Laser pointer	
	Bond paper, multicopy, 80 gsm, A4	
	Bond paper, multicopy, 80 gsm, long	
	Ink, Epson, L3110, black, .003	
	Ink, Epson L3110, cyan, .003	
	Ink, Epson, L3110, magenta, .003	
	Ink, Epson, L3110, yellow, .003	
	Ink, Epson, L360, Black, T6641	
	Ink, Epson, L360, cyan, T6642	
	Ink, Epson, L360, magenta, T6643	
	Ink, Epson, L360, Yellow, T6644	
	Adventurer ring binder, folder, long w/ label on side	
	Ring binder, plastic, 10mm, 10s	
	Ring binder, plastic, 6mm, 10s	
	Folder, plain, white, A4, 50s	
	Folder, plain, white, long, 50s	
	Acetate plastic sheet cover, long	
	Acetate, plastic sheet cover, A4	
	Specialty paper, 10 sheets, 150 gsm	
	Binder clip, backfold, 25mm, 12s	
	Binder clip, backfold, 50mm, 12s	
	Pencil, lead w/ eraser, 12s	
	Ballpen, black, ordinary	
	Post-it-note, 3 x 4, light color	
	Paper fastener, colored	
	Tape, transparent, 25mm x 50mm	
	Tape, masking, 25	

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

QUOTATION FORM

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
	External Hard Drive, 2 TB, USB, 3.0	2 pcs		
	Flash Drive, 32GB, USB, 3.0	10 pcs		
	Logitech R400 Wireless Presentation Remote w/ Laser pointer	1 pc		
	Bond paper, multicopy, 80 gsm, A4	12 rms		
	Bond paper, multicopy, 80 gsm, long	12 rms		
	Ink, Epson, L3110, black, .003	4 bot		
	Ink, Epson L3110, cyan, .003	4 bot		
	Ink, Epson, L3110, magenta, .003	4 bot		
	Ink, Epson, L3110, yellow, .003	4 bot		
	Ink, Epson, L360, Black, T6641	4 bot		
	Ink, Epson, L360, cyan, T6642	4 bot		
	Ink, Epson, L360, magenta, T6643	4 bot		
	Ink, Epson, L360, Yellow, T6644	4 bot		
	Adventurer ring binder, folder, long w/ label on side	3 pcs		
	Ring binder, plastic, 10mm, 10s	1 bdl		
	Ring binder, plastic, 6mm, 10s	1 bdl		
	Folder, plain, white, A4, 50s	1 pck		
	Folder, plain, white, long, 50s	1 pck		
	Acetate plastic sheet cover, long	3 pck		
	Acetate, plastic sheet cover, A4	3 pck		
	Specialty paper, 10 sheets, 150 gsm	2 pck		
	Binder clip, backfold, 25mm, 12s	2 bxs		
	Binder clip, backfold, 50mm, 12s	2 bxs		
	Pencil, lead w/ eraser, 12s	1 bx		
	Ballpen, black, ordinary	2 bxs		
	Post-it-note, 3 x 4, light color	2 pcs		
	Paper fastener, colored	1 bx		
	Tape, transparent, 25mm x 50mm	2 rls		
	Tape, masking, 25	2 rls		

- 2) We undertake, if our Quotation or bid is accepted, to deliver the above goods/services within thirty (30) days delivery from receipt of **Purchase Order (PO)**
- 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