

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 194-2020 - ED

Date: August 17, 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 ED.

Item No.	Quantity	Unit	Description
			ABC = P305,260.00
1	50	rms	Paper bond, short, premium grade
2	50	rms	Paper bond, premium, A4
3	50	rms	Paper bond, legal, 8.5 x 13”
4	3	bot	Stamp pad ink, violet, 50 ml
5	100	pcs	Mailing envelope
6	12	pck	Post-it-note, 5 x 1.75 x 44
7	15	pcs	Correction tape
8	50	pck	Toilet Tissue paer, 12s
9	40	pcs	Air freshner, can tin citrus
10	30	pcs	Sign pen, black, energel, 0.5 ball
11	10	pcs	Kingston 128GB OTG Data Traveler 3C Micro
12	5	unts	Health Clinical Thermometer LED Digital
13	30	bot	Ink, Epson L360 664, black
14	30	bot	Ink, Epson, L360 664, cyan
15	30	bot	Ink, Epson, L360 664, magenta
16	30	bot	Ink, Epson, L360, 664, yellow
17	30	bot	Ink, Epson, L519, 003, black
18	30	bot	Ink, Epson, L5190 003, cyan
19	30	bot	Ink, Epson L5190 003, magenta
20	30	bot	Ink, Epson, L5190 003, yellow
21	50	gal	Alcohol, 70%
22	50	gal	Clorox
23	3	unts	Steel Cabinet, 4 Layers
24	5	pcs	TP Link TL-WN722n 150 Mbps High gain wireless USB
25	30	pcs	Hard Bound Filing Box
26	2	pck	Battery, rechargeable, AA 2s
27	1	set	Rechargeable Basic Charger, 2s, AA
28	10	pck	Specialty Board, 220 gsm-green, short
29	10	pck	Sticker Paper, matt, A4
30	10	pck	Sticker paper, glossy, 8.5 x 13
31	5	pck	Photo paper, glossy A4, 180 gsm
32	10	pad	Post-it-note, 7.6 x 7.6, 100 sheets/pad
33	4	unts	Fortress 650V UPS

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. **Purchase 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 August 25, 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. 194-2020- ED)

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 **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 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 Chairperson

DVC/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
1	Paper bond, short, premium grade	
2	Paper bond, premium, A4	
3	Paper bond, legal, 8.5 x 13"	
4	Stamp pad ink, violet, 50 ml	
5	Mailing envelope	
6	Post-it-note, 5 x 1.75 x 44	
7	Correction tape	
8	Toilet Tissue paer, 12s	
9	Air freshner, can tin citrus	
10	Sign pen, black, energel, 0.5 ball	
11	Kingston 128GB OTG Data Traveler 3C Micro	
12	Health Clinical Thermometer LED Digital	
13	Ink, Epson L360 664, black	
14	Ink, Epson, L360 664, cyan	
15	Ink, Epson, L360 664, magenta	
16	Ink, Epson, L360, 664, yellow	
17	Ink, Epson, L519, 003, black	
18	Ink, Epson, L5190 003, cyan	
19	Ink, Epson L5190 003, magenta	
20	Ink, Epson, L5190 003, yellow	
21	Alcohol, 70%	
22	Clorox	
23	Steel Cabinet, 4 Layers	
24	TP Link TL-WN722n 150 Mbps High gain wireless USB	
25	Hard Bound Filing Box	
26	Battery, rechargeable, AA 2s	
27	Rechargeable Basic Charger, 2s, AA	
28	Specialty Board, 220 gsm-green, short	
29	Sticker Paper, matt, A4	
30	Sticker paper, glossy, 8.5 x 13	
31	Photo paper, glossy A4, 180 gsm	
32	Post-it-note, 7.6 x 7.6, 100 sheets/pad	
33	Fortress 650V UPS	

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

QUOTATION FORM

RFQ No. 194-2020

PR No. 2020-08-194-ED

The Chairperson

Bids and Awards Committee

Department of Environment and Natural ResourcesRegional Office No. 5Rawis, 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
1	Paper bond, short, premium grade	50 rms		
2	Paper bond, premium, A4	50 rms		
3	Paper bond, legal, 8.5 x 13"	50 rms		
4	Stamp pad ink, violet, 50 ml	3bot		
5	Mailing envelope	100 pcs		
6	Post-it-note, 5 x 1.75 x 44	12 pcks		
7	Correction tape	15 pcs		
8	Toilet Tissue paer, 12s	50 pcks		
9	Air freshner, can tin citrus	40 pcs		
10	Sign pen, black, energel, 0.5 ball	30 pcs		
11	Kingston 128GB OTG Data Traveler 3C Micro	10 pcs		
12	Health Clinical Thermometer LED Digital	5 unts		
13	Ink, Epson L360 664, black	30 bot		
14	Ink, Epson, L360 664, cyan	30 bot		
15	Ink, Epson, L360 664, magenta	30 bot		
16	Ink, Epson, L360, 664, yellow	30 bot		
17	Ink, Epson, L519, 003, black	30 bot		
18	Ink, Epson, L5190 003, cyan	30 bot		
19	Ink, Epson L5190 003, magenta	30 bot		
20	Ink, Epson, L5190 003, yellow	30 bot		
21	Alcohol, 70%	50 gal		
22	Clorox	50 gal		
23	Steel Cabinet, 4 Layers	3 unts		
24	TP Link TL-WN722n 150 Mbps High gain wireless USB	5 pcs		
25	Hard Bound Filing Box	30 pcs		
26	Battery, rechargeable, AA 2s	2 pck		
27	Rechargeable Basic Charger, 2s, AA	1 set		
28	Specialty Board, 220 gsm-green, short	10pck		
29	Sticker Paper, matt, A4	10 pck		
30	Sticker paper, glossy, 8.5 x 13	10 pck		
31	Photo paper, glossy A4, 180 gsm	5 pck		
32	Post-it-note, 7.6 x 7.6, 100 sheets/pad	10 pds		
33	Fortress 650V UPS	4 unts		

- 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**.
- 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