

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 202-2020- CDD

Date: September 01, 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 95,850.00
	10	pcs	Canon 35 (black)
	10	pcs	Canon 35 (colour)
	5	pcs	Brother ink (bt 6000 black)
	5	pcs	Brother ink, (bt 5000 cyan)
	5	pcs	Brother ink, (bt 5000 magenta)
	5	pcs	Brother ink (bt 5000 yellow)
	10	pcs	HP Ink 680 colour
	10	pcs	HP Ink, 680, black
	10	pcs	Epson 664 (black)
	10	pcs	Epson 664 (cyan)
	10	pcs	Epson 664 (magenta)
	10	pcs	Epson 664 (yellow)
	3	unts	L565 Printer continuous ink

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 (PO)/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 September 09, 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.202-2020-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 **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
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
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