

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. 246-2020-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 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.
11. The prospective bidder shall submit the following:
 - a) Quotation Form
 - b) Technical Specification/Terms of Reference
 - c) Proof of PhilGEPS Registration
 - d) Proof of valid Mayor's Permit
 - e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
 - f) Updated BIR Tax Clearance

ATTY. RONNEL C. SOPSOP
BAC Chairperson
DCV//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
	Office supplies for Official use of CDD-PAMBCS	
	SD Card 128 gb	
	All in one printer	
	Led projector	
	Black 664	
	Yellow 664	
	Cyan 664	
	Blue 664	
	Bond paper A4	
	Bond paper long	
	External hard drive 2tb	
	Powerbank 20000mah	
	Drybag 20 ltrs	
	4 layers steel cabinet	
	Ordinary ballpen P/dozen	
	Energel P/dozen	
	Permanent Marker Blue (broad)	
	Permanent Marker Red (broad)	
	Permanent Marker Black (broad)	
	Ring light	
	Micro SD Card 128gb	
	OTG (type C) 128 gb	
	OTG (micro) 128 gb	
	Action camera	
	LCD Monitor 21.5	
	Wireless dongle/ wifi Adapter	

Concessionaire's representative signature over printed name
Designation
Name of Company
Address
Tel & Fax No.

QUOTATION FORM

RFQ No. 246-2020
PR NO. 2020-09-246-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
	Office supplies for Official use of CDD-PAMBCS			
	SD Card 128 gb	5		
	All in one printer	2		
	Led projector	1		
	Black 664	5		
	Yellow 664	5		
	Cyan 664	5		
	Blue 664	5		
	Bond paper A4	50		
	Bond paper long	50		
	External hard drive 2tb	13		
	Powerbank 20000mah	13		
	Drybag 20 ltrs	13		
	4 layers steel cabinet	1		
	Ordinary ballpen P/dozen	5 dozen		
	Energel P/dozen	5 dozen		
	Permanent Marker Blue (broad)	3 dozen		
	Permanent Marker Red (broad)	3 dozen		
	Permanent Marker Black (broad)	3 dozen		
	Ring light	1		
	Micro SD Card 128gb	3		
	OTG (type C) 128 gb	5		
	OTG (micro) 128 gb	5		
	Action camera	2		
	LCD Monitor 21.5	1		
	Wireless dongle/ wifi Adapter	6		

Signature of Supplier over printed name
Designation
Name of Company
Address
Tel & Fax No.

Signature over printed name of Canvasser