



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. 253-2020-CDD)

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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 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
	Supplies for official use of CDD	
	sign pen (black)	
	sign pen (blue)	
	staple wire remover	
	staple wire standard	
	stapler, standard type	
	tape, masking (48 mm)	
	tape, packaging (48 mm)	
	white board marker, black	
	white board marker, blue	
	white board marker, red	
	high focus, 303 laser light green laser pointer high definition laser pointer	
	high brightness adjustable laser range is 2000-5000 meters	
	correction tape	
	scissors	
	tape, transparent, (48 mm)	
	toilet tissue paper 20ply sheets (12 rolls in a pack)	
	laminating film	
	flash drive, 32gb capacity	
	extension cord	
	folder, ordinary legal size	
	marker, permanent (black, blue, red)	
	marker, whiteboard (black, blue, red)	
	binder clips 2"/1"5s	
	coupon bond A4	
	coupon bond legal	
	ballpen, black	
	puncher	
	record book (500 pages)	
	alcohol, ethyl, 70%, 500 ml	
	battery drycell AA, 2 pcs per pack	
	data file box	
	sticky notes	
	battery AAA 2s	
	envelope, documentary legal size	

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

**QUOTATION FORM**

RFQ No. 253-2020  
PR NO. 2020-10-253-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
	Supplies for official use of CDD			
	sign pen (black)	15 pcs		
	sign pen (blue)	15 pcs		
	staple wire remover	5 pcs		
	staple wire standard	5 boxes		
	stapler, standard type	5 pcs		
	tape, masking (48 mm)	10 pcs		
	tape, packaging (48 mm)	10 pcs		
	white board marker, black	10 pcs		
	white board marker, blue	10 pcs		
	white board marker, red	10 pcs		
	high focus, 303 laser light green laser pointer high definition laser pointer high brightness adjustable laser range is 2000-5000 meters	2 units		
	correction tape	15 pcs		
	scissors	15 pcs		
	tape, transparent, (48 mm)	10 pcs		
	toilet tissue paper 20ply sheets (12 rolls in a pack)	10 packs		
	laminating film	1 roll		
	flash drive, 32gb capacity	14 pcs		
	extension cord	2 pcs		
	folder, ordinary legal size	1 pack		
	marker, permanent (black, blue, red)	30 pcs		
	marker, whiteboard (black, blue, red)	15 pcs		
	binder clips 2"/1"5s	10 boxes		
	coupon bond A4	50 reams		
	coupon bond legal	50 reams		
	ballpen, black	1 box		
	puncher	3 pcs		
	record book (500 pages)	10 pcs		
	alcohol, ethyl, 70%, 500 ml	20 bottles		
	battery drycell AA, 2 pcs per pack	20 packs		
	data file box	15 pcs		
	sticky notes	10 pcs		
	battery AAA 2s	5 packs		
	envelope, documentary legal size	1 box		

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

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Signature over printed name of Canvasser