

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

REQUEST FOR QUOTATION (RFQ)

RFQ No. 267-2020-SMD

Date: October 19, 2020

1. The Department of Environment and Natural Resources hereinafter referred to as “the Purchaser” now requests you to submit price quotation/s on the supply and delivery of the following items based on the Approved Procurement Plan/Supplemental Plan of the SMD.

| Item No. | Quantity | Unit | Description |
|----------|----------|------|----------------------------------|
| | | | ABC = P 89,040.00 |
| | | | Supplies for official use of SMD |
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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 highest cost per lot which shall be equal to or higher than 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. **Job Order** Contract Award will be made to the highest 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 October 26, 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. 267-2020-SMD)

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 |
|--------|--|-------------------------|
| | Supplies for official use of SMD | |
| | Air freshener | |
| | Alcohol Ethyl, 500 ml | |
| | Ball pen black | |
| | Ball pen red | |
| | Ball pen black | |
| | Correction tape | |
| | Coupon bond S-20 long | |
| | Coupon bond S-20 short | |
| | Electric fan (stand fan) | |
| | Electric fan (wall mount, plastic blade) | |
| | Envelope, documentary for legal size | |
| | Eraser (white and blue) | |
| | Executive chair | |
| | Glue | |
| | Ink cart. Epson C13T664100 (T664100) Black | |
| | Ink cart. Epson C13T664300 (T664100) Cyan | |
| | Ink cart. Epson C13T664200 (T664100) Magenta | |
| | Ink cart. Epson C13T664400 (T664100) Yellow | |
| | Ink for Epson L3110 black | |
| | Ink for Epson L3110 cyan | |
| | Ink for Epson L3110 yellow | |
| | Ink for Epson L3110 magenta | |
| | Face mask surgical | |
| | Mailing envelope | |
| | Marker permanent black bullet type | |
| | Marker permanent blue bullet type | |
| | Paper clip, vinyl/plastic coated 33mm | |
| | Paper clip, vinyl/plastic coated 50mm | |
| | Paper Multi copy legal 80 gsm | |
| | Paper Multi copy A3 70 gsm | |
| | Paper Multipurpose copy legal 70 gsm | |
| | Paper Multipurpose copy A4 70 gsm | |
| | Pencil | |
| | Printer L360 | |
| | Printer L3110 | |
| | Rags all cotton | |
| | Record book 500 pages size 214mmX278mm | |
| | Record book 500 pages size 214mmX278mm | |
| | Sign pen black | |
| | stamp pad | |
| | Staple remover, pliers' type | |
| | Stapler (standard size) | |

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|--|----------------------------|--|
| | Staple wire | |
| | Staple remover | |
| | Toilet tissue Paper, 2-ply | |
| | Twine plastic | |
| | | |

Concessionaire's representative signature over printed name

Designation

Name of Company

Address

Tel & Fax No.

QUOTATION FORM

RFQ No. 267-2020
PR NO. 2020-10-267-SMD

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 SMD | | | |
| | Air freshener | 4 cans | | |
| | Alcohol Ethyl, 500 ml | 70 bottles | | |
| | Ball pen black | 2 boxes | | |
| | Ball pen red | 1 box | | |
| | Ball pen black | 20 pcs | | |
| | Correction tape | 65 pcs | | |
| | Coupon bond S-20 long | 20 reams | | |
| | Coupon bond S-20 short | 20 reams | | |
| | Electric fan (stand fan) | 3 units | | |
| | Electric fan (wall mount, plastic blade) | 3 units | | |
| | Envelope, documentary for legal size | 1 box | | |
| | Eraser (white and blue) | 25 pcs | | |
| | Executive chair | 1 unit | | |
| | Glue | 2 bottles | | |
| | Ink cart. Epson C13T664100 (T664100) Black | 10 bottles | | |
| | Ink cart. Epson C13T664300 (T664100) Cyan | 5 bottles | | |
| | Ink cart. Epson C13T664200 (T664100) Magenta | 5 bottles | | |
| | Ink cart. Epson C13T664400 (T664100) Yellow | 5 bottles | | |
| | Ink for Epson L3110 black | 15 bottles | | |
| | Ink for Epson L3110 cyan | 10 bottles | | |
| | Ink for Epson L3110 yellow | 10 bottles | | |
| | Ink for Epson L3110 magenta | 10 bottles | | |
| | Face mask surgical | 8 boxes | | |
| | Mailing envelope | 4 boxes | | |
| | Marker permanent black bullet type | 20 pcs | | |
| | Marker permanent blue bullet type | 10 pcs | | |
| | Paper clip, vinyl/plastic coated 33mm | 10 boxes | | |
| | Paper clip, vinyl/plastic coated 50mm | 10 boxes | | |
| | Paper Multi copy legal 80 gsm | 10 reams | | |
| | Paper Multi copy A3 70 gsm | 5 reams | | |
| | Paper Multipurpose copy legal 70 gsm | 25 units | | |
| | Paper Multipurpose copy A4 70 gsm | 30 boxes | | |
| | Pencil | 2 boxes | | |
| | Printer L360 | 1 unit | | |
| | Printer L3110 | 1 unit | | |
| | Rags all cotton | 4 bundles | | |
| | Record book 500 pages size 214mmX278mm | 11 pcs | | |
| | Record book 500 pages size 214mmX278mm | 11 pcs | | |

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|--|------------------------------|-----------|--|--|
| | Sign pen black | 44 pcs | | |
| | stamp pad | 5 bottles | | |
| | Staple remover, pliers' type | 10 pcs | | |
| | Stapler (standard size) | 5 boxes | | |
| | Staple wire | 10 boxes | | |
| | Staple remover | 12 pcs | | |
| | Toilet tissue Paper, 2-ply | 12 packs | | |
| | Twine plastic | 5 rolls | | |
| | | | | |

Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser