

4. Quotations must be delivered at the address below not later than 8:30 AM on December 23, 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. 331-2020-FD)

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

QUOTATION FORM

RFQ No. 331-2020

PR NO. 2020-12-331-FD

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
	Repair of Stock Room and Comfort Room at Finance Division			
	i. Demolition Work	1 lot		
	Demolition Work			
	ii. Provision for Partition Materials			
	Plywood	16 pcs		
	Metal paring	1 lot		
	Revits	3 boxes		
	Panel door with jam	1 pc		
	iii. Painting			
	Puty	4 bags		
	Puty knife	4 pcs		
	Primer white	3 pails		
	Gloss paint	3 pails		
	iv. Comfort Room			
	Tile 30x30	120 pcs		
	Tile grout	2 kgs		
	Tile adhesive	5 bags		
	Sand	10 cu.m.		
	Cement	25 bags		
	Other accessories	1 lot		
	CHB 4"	150 pcs		
	10 mm rsm	50 pcs		
	Panel door with jam	1 pc		
	Lavatory	1 pc		
	Water closet	1 pc		
	Plumbing fixtures	1 lot		
	plumbing sanitary pipe & accessories	1 lot		
	plumbing cold water pipe & accessories	1 lot		
	v. Office Divider full fabric			
	Office Divider	14 panel		
	Cost of Material			
	Cost of Labor			

Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

Signature over printed name of Canvasser