

REQUEST FOR QUOTATION (RFQ)

RFQ-M-17-20A

1. The Department of Environment and Natural Resources Region I (DENR-I), through its Regional Bids and Awards Committee (RBAC), invites suppliers/manufacturers/distributors/contractors to quote for the hereunder project:
2. The Department of Environment and Natural resources herein after referred to as “the Purchaser” now request you to submit price quotation for the supply and delivery of the following:

Item No	Item & Description	Unit	Qty	Price (ABC)	End-User
1.	Various Office Equipment and Supplies			123,924.20	DENR 1 (ORED, PMD, NGP)

3. **A set of technical specifications for the above items are provided in Attachment 1.** All items listed under the purchaser’s specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the bid/quotation for each item separately, and award will be made to the bid/quotation or combination of bids/quotations resulting in the overall lowest cost. Bid/quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchasers’ technical specifications.
6. Quotations must be delivered at the address below **NOT LATER THAN September 21, 2020 at 9:00AM**

Department of Environment and Natural Resources
Government Center, Brgy. Sevilla, San Fernando, La Union
7. Your prices must be quoted in Philippine Peso and 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.
8. All bids/quotations may be typewritten and may be placed in sealed envelope marked “**Various OfficeDENR 1**”
9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The delivery period shall be within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP) or Purchase Order (PO). The supplier should inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

11. DELIVERY SITE:

Department of Environment and Natural Resources
Government Center, Brgy. Sevilla, San Fernando, La Union

12. The applicable rate for late deliveries is 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.

13. The DENR-I assumes no responsibility whatsoever to compensate or indemnity bidders for any expenses incurred in the preparation /submission of bid if the fund/allotment for said program/project/activity has been withheld or reduced through no fault of its own (GPPB Circular No.01-2009, dtd January 20, 2009)

The RBAC reserves the right to (1) reject any or all bids, (2) waive any defect or infirmity therein; (3) or accept any bid or offer which it may consider to be most responsive and beneficial to the DENR.

14. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Technical Specifications including brand, if applicable
- c) Proof of PhilGEPS Registration
- d) DTI Certificate/SEC
- e) Business/Mayor's Permit
- f) BIR Tax Clearance and Certification (*for ABC 500K above*)
- g) Omnibus Sworn Statement (*for ABC 50K above*)

TERESITA P. GONZALES
Chief, Procurement Section

Republic of the Philippines
Department of Environment and Natural Resources
TECHNICAL SPECIFICATIONS

Item No.		UNIT	QTY.
1.	Paper, multicopy, 210 mm x 297 mm (A4) 80GSM	ream	10
2.	Paper, multicopy, legal, for laser printing 80GSM	ream	10
3.	Pen fine line 0.8 (black) water & fade proof pigment ink	box	2
4.	Uninterruptible Power Supply (UPS) 520 VA-800 with 4 sockets	unit	1
5.	Canon E4270 PG47 Ink Black	pc	2
6.	Canon E4270 CL57 Ink colored	pc	2
7.	Laser Jet Pro M102a (CF217A) 6	cart	8
8.	Staple wire 26/6	box	20
9.	Toilet tissue, 12 rolls/pack	pack	40
10.	Alcohol, 70% isopropyl) 225 ml	botl	20
11.	White Board magnetic Aluminum Frame Wall Mounted 3ft x 4ft (36"x48")	pc	1
12.	Laptop Cooling Pad with USB Port (15")	pc	2
13.	Air Purifier, Air Filter with remote control, 30-50 meters triple efficiency composite filter	unit	7
14.	Noise-cancelling Wired Headset Noise cancelling Microphone LED light Z924	pc	1
15.	UV Sterilizer Light Ultraviolet Light Bulb	pc	3

Attachment 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.

Item	Purchaser's Specifications	Bidder's Specifications
1.	Paper, multicopy, 210 mm x 297 mm (A4) 80GSM	
2.	Paper, multicopy, legal, for laser printing 80GSM	
3.	Pen fine line 0.8 (black) water & fade proof pigment ink	
4.	Uninterruptible Power Supply (UPS) 520 VA-800 with 4 sockets	
5.	Canon E4270 PG47 Ink Black	
6.	Canon E4270 CL57 Ink colored	
7.	Laser Jet Pro M102a (CF217A) 6	
8.	Staple wire 26/6	
9.	Toilet tissue, 12 rolls/pack	
10.	Alcohol, 70% isopropyl) 225 ml	
11.	White Board magnetic Aluminum Frame Wall Mounted 3ft x 4ft (36"x48")	
12.	Laptop Cooling Pad with USB Port (15")	
13.	Air Purifier, Air Filter with remote control, 30-50 meters triple efficiency composite filter	
14.	Noise-cancelling Wired Headset Noise cancelling Microphone LED light Z924	
15.	UV Sterilizer Light Ultraviolet Light Bulb	

Department of Environment and Natural Resources
Request for Quotation

Date: September 15, 2020
 Quotation No. RFQ-M-17-20A

Company Name:

Address: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than September 21, 2020 in the return envelope attached herewith.

TERESITA P. GONZALES
 Chief, Procurement Section

- NOTE:
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
 The prospective bidder shall submit the following:
 7. Quotation Form
 8. Technical Specifications including brand, if applicable
 9. Proof of PhilGEPS Registration
 10. DTI Certificate/SEC
 11. Business/Mayor's Permit
 12. BIR Tax Clearance and Certification (for ABC 500K above)
 13. Omnibus Sworn Statement (for ABC 50K above)
 14. BIR Registration

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE
1.	Paper, multicopy, 210 mm x 297 mm (A4) 80GSM	ream	10	
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15.	UV Sterilizer Light Ultraviolet Light Bulb	pc	3	

Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature

 Tel.No. / Cellphone No.

Canvassed by:

 Signature over printed name