

REQUEST FOR QUOTATION (RFQ)

RFQ-T-14-20A

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.	Office Supplies	lot	1	76,015.10	CDD

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** October 2, 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 **“Office Supplies”CDD”**
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 from receipt of the Notice to Proceed (NTP) or the 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..

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 indemnify 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

TERESITA P. GONZALES
Chief, Procurement Section

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

Item No.		UNIT	QTY.
1.	Coupon bond, long laser, subs. 20	ream	50
2.	Coupon bond short, laser, subs. 20	ream	50
3.	PVC plastic cover (long)	pc	5
4.	Duct tape (2")	pc	15
5.	Masking tape (24mm, 50, length)	pc	20
6.	Paper fastener, metal	box	10
7.	Correction tape	pc	50
8.	Ballpen (black)	box	20
9.	Sign pen (black)	box	5
10.	Pencil	box	10
11.	White board marker	pc	50
12.	Folder, Long (white)	pack	3
13.	Record book, 300 pages	book	5
14.	Record book, 500 pages	book	5
15.	Folder (long) brown	pc	100
16.	Folder (short) brown	pc	50
17.	Battery, size AA, lithium	pack	10
18.	Battery, size AAA, lithium	pack	10

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.	Coupon bond, long laser, subs. 20	
2.	Coupon bond short, laser, subs. 20	
3.	PVC plastic cover (long)	
4.	Duct tape (2")	
5.	Masking tape (24mm, 50, length)	
6.	Paper fastener, metal	
7.	Correction tape	
8.	Ballpen (black)	
9.	Sign pen (black)	
10.	Pencil	
11.	White board marker	
12.	Folder, Long (white)	
13.	Record book, 300 pages	
14.	Record book, 500 pages	
15.	Folder (long) brown	
16.	Folder (short) brown	
17.	Battery, size AA, lithium	
18.	Battery, size AAA, lithium	

Department of Environment and Natural Resources
Request for Quotation

Date: September 26, 2020
Quotation No. RFQ-T-14-20A

Company:
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 October 2, 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.**

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE
1.	Coupon bond, long laser, subs. 20	ream	50	
2.	Coupon bond short, laser, subs. 20	ream	50	
3.	PVC plastic cover (long)	pc	5	
4.	Duct tape (2")	pc	15	
5.	Masking tape (24mm, 50, length)	pc	20	
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9.	Sign pen (black)	box	5	
10.	Pencil	box	10	
11.	White board marker	pc	50	
12.	Folder, Long (white)	pack	3	
13.	Record book, 300 pages	book	5	
14.	Record book, 500 pages	book	5	
15.	Folder (long) brown	pc	100	
16.	Folder (short) brown	pc	50	
17.	Battery, size AA, lithium	pack	10	
18.	Battery, size AAA, lithium	pack	10	

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