



Date: February 23, 2024
RFQ No. 2024-02-051

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE SUPPLIES CONSUMABLES
P.R. No. 2024-02-024

1. The **Government of the Philippines – Department of Environment and Natural Resources, Region 8 (DENR R8)**, in accordance with **GAA FY 2024** will undertake **Alternative Method of Procurement through Shopping (Section 52.1b)** the sum of **Sixty Seven Thousand Six Hundred Eighty-Six Pesos & 02/100 only (P67,686.02)** being the Approved Budget for the Contract (ABC) to payment under the Contract for the **Procurement of Office Supplies Consumables for Official Use of DENR R8-Licenses, Patents and Deeds Division (LPDD)** for which this Request for Quotation is issued.
2. The **DENR R8**, hereinafter referred to as the "Purchaser" now requests you to submit price quotation for the **Procurement of Office Supplies Consumables** as specified in Attachment 1.
3. A set of technical specifications for the items are provided in **Attachment 1. Bidders must quote only based on their available stock/s except for order basis (e.g., ICT/TSE equipment) and shall indicate clearly the specifications, brand or model of the items/menu for catering being offered.**
4. All items listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
5. Bidding procedures will be conducted in accordance with the provision of the Implementing Rules and Regulations (IRR) of Republic Act 9184 as amended.
6. 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 purchaser's technical specifications.
7. Bid / Quotation Proposals must be delivered and dropped in the Bid Box at the **Procurement Section, DENR Regional Office 8, Sto. Niño Ext., Tacloban City** not later than **12:00 noon, MAR 04, 2024**. Bid Opening shall be done on same day or as scheduled by the RBAC.
8. Bidders shall enclose their Bid / Quotation Proposals, which may be typewritten or handwritten, in one sealed envelope marked with the name of the contract: **Procurement of Office Supplies Consumables**, bearing the name and address of the Bidder, addressed to the Procuring Entity's BAC Chairman, bearing a warning, **"DO NOT OPEN BEFORE..."**, and date and time of Closing of Bid / Quotation Proposal. Bid opening shall follow or will be done during the RBAC Regular Conference. Late bid / quotations proposals shall no longer be accepted.
9. 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. All bids must be within the ABC. Bids in excess of the ABC will be automatically disqualified.

10. Bids / quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
11. The delivery period shall be within **thirty (30) calendar day/s** from receipt of Purchase Order. The supplier should inform the Purchaser (**DENR R8**) a day before the date of delivery. The delivery shall be made only during working days and hours.
12. The applicable rate for the late deliveries is one tenth (1/10) of one percent (1%) of the cost of the un-performed portion of the contract 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 contract, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it. **(Sec. 3 Annex D of the 2016 Revised IRR of RA 9184)**
13. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding / shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser (DENR R8) 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.
14. Prospective bidders should submit duly accomplished Quotation Form with Attachment 1 and authenticated copies of the following documents, to wit:
- a. **Mayor's / Business Permit**
 - b. **PhilGEPS Registration Number**
 - c. **Omnibus Sworn Statement**
 - d. **Original Brochures of the terms offered showing its performance characteristics or certificates, if applicable**


RIZALIDO G. CASCO, JR.
Canvasser


MARIA TERESA N. PATINDOL
Chairperson, Regional Bids and Awards Committee
✓ Chief, Planning and Management Division

QUOTATION FORM
PROCUREMENT OF OFFICE SUPPLIES CONSUMABLES
P.R. No. 2024-02-024
Date: February 15, 2024

The BAC Chairman
DENR Regional Office 8
Sto. Niño Extension, Tacloban 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).

PROCUREMENT OF OFFICE SUPPLIES CONSUMABLES						
ABC = ₱67,686.02						
Item	Purchaser's Specifications / Description	Bidder's Specifications (Please specify country of Origin, Brand and Model) (Please fill-up accordingly)	Qty	Unit	Unit Price	Total Price
1	ERASER, plastic/rubber		15	piece		
2	SIGN PEN, medium tip, black, 0.5		15	piece		
3	SIGN PEN, medium tip, blue, 0.5		15	piece		
4	INK, for stamp pad		3	bottle		
5	STAPLE WIRE, standard		12	box		
6	TAPE, masking, 24mm		4	roll		
7	TAPE, masking, 48mm		2	roll		
8	TAPE, transparent, 24mm		4	roll		
9	TAPE, transparent, 48mm		2	roll		
10	CORRECTION TAPE, 8m		50	piece		
11	MARKER, permanent, black		6	piece		
12	MARKER, permanent, blue		6	piece		
13	MARKER, whiteboard, black		3	piece		
14	PAPER CLIP, vinyl/plastic coated, 33mm		12	box		
15	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm		12	box		
16	PENCIL, lead/graphite, with eraser		6	box		
17	STAMP PAD, felt		3	piece		
18	STAPLER, standard type		6	piece		
19	NOTEPAD, stick-on, 50mm x 76mm		10	pad		
20	NOTEPAD, stick-on, 76mm x 100mm		10	pad		
21	NOTEPAD, stick-on, 76mm x 76mm		10	pad		
22	PAPER, MULTICOPY A4		50	ream		
23	PAPER, MULTICOPY LEGAL		60	ream		
24	PAPER, MULTIPURPOSE A4		60	ream		
25	PAPER, MULTIPURPOSE LEGAL		50	ream		

26	RECORD BOOK, 500 pages		6	book		
27	DOUBLE SIDED TAPE		3	roll		
28	INK CARTRIDGE, CANON CL-811, colored		4	cart		
29	INK CARTRIDGE, CANON PG-810, black		5	cart		
30	TONER CARTRIDGE, HP CE285A (HP85A), black		3	cart		
TOTAL						
***NOTE: LATE BID / QUOTATIONS PROPOSALS SHALL NO LONGER BE ACCEPTED. BIDS IN EXCESS OF THE ABC WILL BE AUTOMATICALLY DISQUALIFIED.						
*****NOTHING FOLLOWS*****						

2. We, undertake, if our quotation or bid is accepted, to deliver the above items within **thirty (30) calendar day/s** delivery period from receipt of Purchase Order (PO).
3. We, agree to abide by this quotation / bid for a period of **sixty (60) days** after the deadline of submission specified in the RFQ.
4. We, understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of items delivered.

Name of Company : _____

Address : _____

Telephone / Fax Nos.: _____

Authorized representative: _____

Signature : _____

Designation : _____