



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OFFICE SUPPLIES
P.R. No. 2020-02-0093

1. The **Government of the Philippines–Department of Environment and Natural Resources, Region 8 (DENR R8)**, in accordance with **GAA FY 2020** will undertake **Alternative Method of Procurement through Small Value Procurement (Section 53.9)** the sum of **Eighty Nine Thousand Thirty One Pesos & 36/100 (Php89,031.36)** being the Approved Budget for the Contract (ABC) to payment under the Contract for the **Supply and Delivery of office supplies for official use of DENR8-OOSS,OSS,ASCS,LRS for Technical Services** 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 **Supply and Delivery of office supplies** for official use of DENR R8 as specified in Attachment 1.
3. A set of technical specifications for the items are provided in **Attachment 1**. 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.
4. Bidding procedures will be conducted in accordance with the provision of the Implementing Rules and Regulations (IRR) of Republic Act 9184 as amended.
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 purchaser’s technical specifications.
6. 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, _____**. Bid Opening shall be done on same day or as scheduled by the RBAC.
7. Bidders shall enclose their Bid / Quotation Proposals, which may be typewritten or handwritten, in one sealed envelope marked with the name of the contract: **Supply and Delivery of office supplies**, 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.**
8. 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.
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 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.
11. 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.
12. 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.
13. 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**

(Sgd.)
ARTURO N. SALAZAR,D.M.
Chairperson, Regional Bids and Awards Committee
ARD for Management Services

QUOTATION FORM
SUPPLY AND DELIVERY OF OFFICE SUPPLIES
P.R. No. 2020-02-0093
Date: May 27, 2020

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**).

SUPPLY AND DELIVERY OF OFFICE SUPPLIES						
ABC= Php89,031.36						
Item	Purchaser's Specifications / Description	<i>Bidder's Specifications (Please specify country of Origin, Brand and Model) (Please fill-up accordingly)</i>	Qty.	Unit	Unit Price	Total Price
1	Alcohol, ethyl, 68% - 70%., scented, 500ml (-5ml)		100	'btls.		
2	Recordbook, 300 pages, size: 214mm x 278mm min		25	'book		
3	Recordbook, 500 pages, size: 214mm x 278mm min		25	'book		
4	Toilet tissue paper, 2-ply sheets, 150 pulls		20	'pack		
5	Battery, dry cell, AAA, 2 pieces per blister pack		100	'pack		
6	Tape, masking, width: 48mm (±1mm)		40	'roll		
7	Tape, transparent, width: 24mm (±1mm)		50	'roll		
8	Tape, transparent, width: 48mm (±1mm)		50	'roll		
9	Cleaner, toilet bowl and urinal, 900ml-1000ml cap		10	'can		
10	Broom, stick (Ting-Ting), usable length: 760mm min		12	'pcs.		
11	Cleanser, scouring powder, 350g min./can		24	'can		
12	Detergent Powder, all purpose, 1kg		10	'pouch		
13	Dust pan, non-rigid plastic, with detachable handle		10	'pcs.		
14	Trashbag, plastic, transparent		20	'roll		
15	Flashdrive, 16GB capacity		5	'pcs.		
16	Correction tape, film base type, UL 6m min		100	'pcs.		
17	Puncher, paper, heavy duty, with two hole guide		4	'pcs.		
18	Paper, shredder, cutting width: 3mm-4mm (Entry Level)		2	'units		
19	Clearbook, 20 transparent pockets, for legal size		50	'pcs.		
20	Eraser, plastic/rubber, for pencil draft/writing		20	'pcs.		
21	Signpen, black, liquid/gel ink, 0.5mm needle tip		300	'pcs.		
22	Index card, 3" x 5", 500 pieces per pack		20	'pack		
23	Index card, 5" x 8", 500 pieces per pack		20	'pack		
24	Liquid soap, 1 gallon		8	'btls.		
25	Zonrox		20	'pcs.		
26	Photopaper (4" 6" size)		4	'ream		
27	Photopaper (A4 size)		4	'ream		
28	Paper, bond, premium gradeo, long		80	'ream		

29	Paper, for Plain paper copier, A4		80	'ream		
30	Flourescent, tubular, 36 watts		20	'unit		
31	Flourescent, tubular, 28 watts		10	'unit		
32	<p>Dot Matrix Printer</p> <ul style="list-style-type: none"> '- Product details of EPSON LQ-310 Dot Matrix Printer with Free USB Printer Cable '- Extreme Speed '- The EPSON LQ-310 features a 128KB input data buffer memory that is double of its predecessor. This enables it to achieve high printing speeds of up to 416 characters per second at 12 CPI – or almost 40% faster than the model it replaces. Improving on legendary reliability. '- The EPSON LQ-310 also has an improved reliability rating that is an astonishing 67% higher than its predecessor that was already renowned for its dependability. The LQ-310 is rated for a mean time before failure (MTBF) of 10,000 POH (Power On Hours) compared to the older model's 6,000 POH. High Impact for multiple carbon copies. '- Achieve optimum efficiency with the LQ-310's ability to create up to a 4 – part form printout (1 original + 3 copies). Flexible connectivity. '- With built-in USB, serial and parallel interface options, the LQ-310 is able to connect to just about any output device you need it for. Printing Technology: Print Method: Impact dot matrix control panel: 4 switches and 5 LEDs Print Direction: Bi-direction with logic seeking number of pins in head: 24 pins control Code: ESC/P2 and IBM PPDS emulation print '- Speed: high speed draft: 10 cpi: 347cps 12cpi: 416 cps draft: 10cpi: 260 cps 12cpi: 312 cps 15cpi: 390 cps (Condensed) 17 cpi: 222 cps (Condensed) 20cpi: 260 cps Letter Quality: 10cpi: 86 cps 12cpi: 103 cps 15cpi: 129 cps (Condensed) 17 cpi: 147 cps 		1	'unit		
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 days** 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 : _____