



**REQUEST FOR QUOTATION**  
**PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES**  
**P.R. No. 2021-06-0029**

1. The Government of the Philippines – Department of Environment and Natural Resources, Region 8 (DENR R8), in accordance with GAA FY 2021 will undertake Alternative Method of Procurement through Shopping [Section 53.1(b)] the sum of Fifty- Two Thousand Seven Hundred Forty- Three Pesos & 00/100 only (Php52,743.00) being the Approved Budget for the Contract (ABC) to payment under the Contract for the Procurement of Office Supplies and Consumables for Official Use of DENR8- Conservation and Development Division/PFMS 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 and Consumables 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, June 10, 2021. 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: **Procurement of Office Supplies and 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.
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

**ENGR. RAMON S. UNAY**

Vice- Chairperson, Regional Bids and Awards Committee  
Chief, Surveys and Mapping Division



**QUOTATION FORM**  
**PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES**  
P.R. No. 2021-06-0029 (PFMS)  
Date: July 07, 2021

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 and Consumables ABC = Php52,743.00						
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	Multi- Copy (Legal)		30	reams		
2	Multi- Copy (A4)		30	reams		
3	Ethyl Alcohol (500ml)		10	btls.		
4	Toilet Paper		6	packs		
5	Binder Clip (19mm)		6	box		
6	Binder Clip (25mm)		6	box		
7	Staple Wire Standard		10	box		
8	Paper Fastener (plastic)		20	box		
9	Pencil		15	box		
10	Ink Cartridge LC535 (cyan)		15	pcs		
11	Ink Cartridge LC535 (magenta)		15	pcs		
12	Ink Cartridge LC535 (yellow)		15	pcs		
13	Ink Cartridge LC539 (black)		15	pcs		
14	Correction Tape		30	pcs		
15	Ballpen (black)		6	box		
16	Sign Pen 0.5 (black)		15	pcs		
17	Sliding Folder (A4)		10	packs		
18	Expanding Envelope (legal)		3	box		
19	Record Book (500 pages)		10	book		
20	Stabilo (3 colors per pack)		6	packs		
21	Transparent tape (48mm)		10	roll		
22	Masking Tape (48mm)		10	roll		
23	Permanent Marker (black)		12	pcs		
24	Paper clip (32mm)		10	box		
25	Paper clip (50mm)		10	box		
26	Glue		3	jar		
27	Note Pad (2"x3")		10	pad		
28	Note Pad (3"x4")		10	pad		
29	Scissor		1	pc		
30	Anti-Virus (5 devices 1 yr. validity)		1	pc		
31	Stapler (Standard Type)		1	pc		
32	Surgical Mask		60	pcs		
33	Dishwashing soap w/ sponge		5	pcs		
<b>TOTAL</b>						
<b>***NOTE: LATE BID / QUOTATIONS PROPOSALS SHALL NO LONGER BE ACCEPTED.</b>						
<b>BIDS IN EXCESS OF THE ABC WILL BE AUTOMATICALLY DISQUALIFIED.</b>						
*****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 : \_\_\_\_\_