



REQUEST FOR QUOTATION
Provision of Office Supplies for CENRO Pambujan Official Use
PR No. 2020-02-012

1. The Government of the Philippines, through the General Appropriation Act (GAA) for FY 2020 under Fund 101 for (Shopping) the sum of One Hundred Thirty-five Thousand Six Hundred Pesos & 00/100 (Php135,600.00) being the Approved Budget for the Contract (ABC) to payment under the Contract for the Provision of Office Supplies for CENRO Pambujan Official Use for which this Request for Quotation is issued.
2. The Department of Environment and Natural Resources PENRO Northern Samar (DENR-PENRO, Northern Samar), hereinafter referred to as the "Purchaser" now requests you to submit price quotation for the Provision of Office Supplies for CENRO Pambujan Official Use specified in Attachment 1.
3. Price/ Bid Quotation and a set of technical specifications for the items are provided in Attachment 1. All features of an item/s 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/bid. The total evaluated bid/quotation received in excess of the ABC shall be automatically rejected.
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. Quotations / Bid Proposals must be delivered at the address below not later than 12:00 noon _____, Department of Environment and Natural Resources Brgy. Macagtas, Catarman, Northern Samar. Bid Opening shall follow or will be done during the BAC Bid Opening as scheduled. Late Bid Proposals/Quotations shall no longer be accepted.
7. 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. Bids/quotations may be typewritten or handwritten and may be placed in a sealed envelope marked "Provision of Office Supplies for CENRO Pambujan Official Use" (PR No. 2020-02-012).
8. Bids/quotation shall be valid for sixty (60) calendar days from the deadline of submission of bids.
9. The delivery period shall be within fifteen (15) calendar days from receipt of the Purchase Order (PO). The supplier should inform the Purchaser (DENR-PENRO Northern Samar) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. DELIVERY SITE: DENR-PENRO, Brgy. Macagtas, Catarman, Northern Samar
11. The applicable rate for the late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed 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 (DENR-PENRO, Northern Samar) reserves the right to accept or reject any quotation, and to annul the bidding/shopping/small value procurement process or reject all quotations at any time prior to contract award, without thereby incurring a liability to the affected bidder/bidders. The Purchaser (DENR-PENRO, Northern Samar) 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. The prospective bidders shall attach the following documents upon submission of the duly accomplished Quotation Form with Technical Specifications (Attachment 1) being offered:
 - a. Proof of PhilGEPS Registration, to include:
 - i. PhilGEPS Certificate Red & Blue Membership to submit Business Mayor's Permit, DTI, BIR Registration & Tax Clearance/ Certificate of No Tax Liability issued by BIR; or
 - ii. PhilGEPS Platinum Membership with list of submitted legal documents at the PhilGEPS.
 - b. Brochures showing certifications of the product, if applicable.

PAQUITO P. DABUET
BAC Chairman
OIC, CENR Officer



QUOTATION FORM
 Provision of **Office Supplies for CENRO Pambujan Official Use**

Date: 2-4-2020
 PR No.: 2020-02-012

The BAC Chairman
 Department of Environment and Natural Resources
 DENR-PENRO, Northern Samar

- 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).

| Item | Purchaser's Specifications / Description | Bidder's Specifications (Please specify country of Origin, Brand and Model) | Quantity | Unit | Unit Price | Total Price |
|------|--|---|----------|------|------------|-------------|
| 1 | | Paper A4 Multicopy-purpose 70GSM | 100 | rms | | |
| 2 | | Paper Legal Multicopy-purpose 70GSM | 100 | rms | | |
| 3 | | Correction tape | 6 | box | | |
| 4 | | Long Folder | 50 | pcs | | |
| 5 | | Bulk ink (Black) | 10 | btl | | |
| 6 | | Bulk ink (Magenta) | 5 | btl | | |
| 7 | | Bulk ink (Cyan) | 5 | btl | | |
| 8 | | Bulk ink (Yellow) | 5 | btl | | |
| 9 | | Tracing paper (long) | 5 | pack | | |
| 10 | | Photo paper | 10 | pack | | |
| 11 | | Black Ballpen | 10 | box | | |
| 12 | | Glue | 12 | pcs | | |
| 13 | | Scotch tape - 2 inches | 12 | roll | | |
| 14 | | Stapler | 6 | pcs | | |
| 15 | | Staple remover | 6 | pcs | | |
| 16 | | Battery rechargeable (AA) | 30 | pcs | | |
| 17 | | Battery rechargeable (AAA) | 12 | pcs | | |
| 18 | | Long plastic envelope | 50 | pcs | | |
| 19 | | Paper fastener | 24 | box | | |
| 20 | | Puncher | 6 | pcs | | |
| 21 | | Water dispenser (Hot and Cold) | 4 | unit | | |
| 22 | | Monoblock chair | 3 | doz | | |
| 23 | | Long brown envelope | 2 | pack | | |
| 24 | | Black sign pen | 6 | box | | |
| 25 | | Paper clip | 24 | box | | |
| 26 | | Alcohol | 24 | btl | | |
| 27 | | Official Cash Record Book | 4 | pcs | | |
| 28 | | Ring binder machine | 1 | unit | | |
| 29 | | Ring binder clip | 12 | roll | | |
| 30 | | Heavy duty office home paper cutter guillotine trimmer board metal base steel blade capable for multiple paper size | 1 | unit | | |
| | | | | | | |

- 2) We undertake, if our quotation or bid is accepted, to deliver the above items within the _____ (___) calendar day 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 your RFQ.
 4) We understand that payment for items delivered will be made to the winning supplier after the inspection of and acceptance of services delivered.

Name of Company: _____

Address: _____

Tel. & Fax Nos. : _____

Authorize representative: _____

Signature over printed name: _____

Designation: _____