



REQUEST FOR QUOTATION

Provision of **Office Supplies for PENRO – Northern Samar**  
PR No. 2020-02-016

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 Sixty Thousand Pesos** & 00/100 (**Php160,000.00**) being the Approved Budget for the Contract (ABC) to payment under the Contract for the Provision of **Office Supplies for PENRO – Northern Samar** 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 PENRO – Northern Samar** 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 PENRO – Northern Samar” (PR No. 2020-02-016).
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



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
 Brgy. Macagtas, Catarman, Northern Samar

**Revised Quotation form as of March 2016**

Attachment 1

**QUOTATION FORM**  
 Provision of **Office Supplies for PENRO – Northern Samar**

Date: 2-14-2020  
 PR No.: 2020-02-016

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		Acetate (No. 12)	20	mtrs.		
2		Alcohol	72	bots		
3		Ballpen, Black	5	box		
4		Ballpen, Blue	5	box		
5		Battery, AA	10	pack		
6		Battery,AAA	10	pack		
7		Bond Paper, Short, Multi-copy	25	reams		
8		Bond Paper,A4, Multi-copy	25	reams		
9		Bond Paper, Long, Multi-copy	25	reams		
10		Correction Tape	10	box		
11		Dater	5	pcs		
12		Detergent bar soap	10	bar		
13		Dishwashing Liquid	24	bots		
14		Double sided tape	5	pcs		
15		DTR	5	pads		
16		Elmer's Glue Big	12	bot		
17		Expanded Folder, A4	200	pcs		
18		Expanded Folder, Long	200	pcs		
19		Expanded Envelope, Long	200	pcs		
20		Expanded Envelope A4	100	pcs		
21		Folder Long (White)	15	reams		
22		Filer box	50	pcs		
23		Hand Sanitizer	36	bots		
24		Ink(Epson 664- Black)	2	bot		
25		Ink(Epson 664-Yellow)	2	bot		
26		Ink(Epson-Cyan)	2	bot		
27		Ink(Epson 664-Magenta)	2	bot		
		Ink for Printer - Brother				
28		- Black BT D60 BK	20	bot		
29		- Cyan	20	bot		
30		- Magenta	20	bot		
31		- Yellow	20	bot		
32		Note Pad, sticky on Assorted color 3 x 4	10	pads		
33		Numbering stamp 12 or 16 digits	2	pcs		
34		Pentel Pen, Black	10	box		
35		Pentel Pen Blue	10	box		
36		Pentel Pen Red	5	box		
37		Puncher	5	pcs		
38		Push pins	1	box		
39		Plastic Envelope Long	200	pcs		
40		Scotch brite	20	mtrs.		



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*Revised Quotation form as of March 2016*

Item	Purchaser's Specifications / Description	Bidder's Specifications (Please specify country of Origin, Brand and Model)	Quantity	Unit	Unit Price	Total Price
41		Scotch Tape 1 inch	1	doz		
42		Scissor Big	1	doz		
43		Stapler big w/ remover	5	pcs		
44		Sprocket for XRM 125	6	pcs		
45		Tissue Paper 3-Ply	3	set		
46		Trash Bag	60	pcs		
47		Typewriter ribbon	5	doz		

- 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: \_\_\_\_\_