



REQUEST FOR QUOTATION

Provision of **Office Equipment Supplies and Consumables for CENRO – Catarman**

PR No. 2020-03-021

1. The Government of the Philippines, through the General Appropriation Act (GAA) for FY 2020 under Fund 101 for (Shopping) the sum of **Four Hundred Eighteen Thousand Nine Hundred Ninety-Five Pesos & 00/100 (Php418,995.00)** being the Approved Budget for the Contract (ABC) to payment under the Contract for the Provision of **Office Equipment Supplies and Consumables for CENRO – Catarman** 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 Equipment Supplies and Consumables for CENRO – Catarman** 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 Equipment Supplies and Consumables for CENRO – Catarman” (PR No. 2020-03-021).
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 **Catering Services for Refresher Training with Hands-On Application to Update COA Rules**

Date: 3-2-2020
 PR No.: 2020-03-021

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		Air Freshener Spray	9	spray		
2		Alcohol 500ml	85	bot		
3		Ballpen (Black)	22	box		
4		Ballpen (Blue)	12	box		
5		Battery AA - Rechargeable	6	pairs		
6		Battery AAA - Rechargeable	5	pairs		
7		Battery Charger for AA/AAA	3	pcs		
8		Binder Clips 2"	18	boxes		
9		Calculator 12-Digit	3	unit		
10		Carbon Paper	2	box		
11		Correction Tape	169	pcs		
12		Cutter Blade	8	tube		
13		Daily Time Record (DTR)	30	pad		
14		Envelope - Expanding (Long)	310	pcs		
15		Envelope - Plastic (Long)	160	pcs		
16		Extension Wire 5meters (Heavy Duty)	2	pcs		
17		External Hard Drive	2	unit		
18		Filing Box	16	pcs		
19		Flashdrive 32GB	10	unit		
20		Flashdrive 64GB	6	unit		
21		Folder - Ordinary Brown (Legal)	3	ream		
22		Folder - Expanding Folder (Long)	420	pcs		
23		Folder - Ordinary White (A4)	1	reams		
24		Folder - Ordinary White (Legal)	14	reams		
25		Folder - Sliding Folder (Long)	50	pcs		
26		Glue	25	bot		
27		Mailing Envelop (Long)	25	pcs		
28		Masking Tape 1"	1	pcs		
29		Masking Tape 2"	1	pcs		
30		Mosquito Spray	9	spray		
31		Multi-purpose/Bond Paper (A4) Subs.20	293	reams		
32		Multi-purpose/Bond Paper (A4) Subs.24	5	reams		
33		Multi-purpose/Bond Paper (Legal) Subs. 24	5	reams		
34		Multi-purpose/Bond Paper (Legal) Subs.20	380	reams		
35		Multi-purpose/Bond Paper (Letter) Subs.20	81	reams		
36		Multi-purpose/Bond Paper (Letter) Subs.24	5	reams		
37		Notebook 50 Leaves (Composition)	21	pcs		
38		Packing Tape 2"	1	pcs		
39		Paper Clip (Vinyl Coated, Big)	18	box		
40		Paper Fastener (Plastic)	46	box		
41		Pencil	7	box		
42		Permanent Marker (Black)	9	pcs		
43		Photopaper (20 sheets/pack)	7	pack		
44		Powerbank 20,000 mah	3	unit		



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45		Printer 3-in-1	3	unit		
		- Refill Tank System/Continuous Ink System				
		- Scan, Copy, Print				
		- with ADF for Legal size photocopying and scanning				
46		Printer Ink (Black) (100ml)	48	bot		
47		Printer Ink (Black) (1Liter)	7	bot		
48		Printer Ink (Cyan) (100ml)	28	bot		
49		Printer Ink (Magenta) (100ml)	28	bot		
50		Printer Ink (Yellow) (100ml)	28	bot		
51		Printer Ink (Black) - (for Brother DCP-T710W)	5	bot		
52		Printer Ink (Cyan) - (for Brother DCP-T710W)	5	bot		
53		Printer Ink (Magenta) - (for Brother DCP-T710W)	5	bot		
54		Printer Ink (Yellow) - (for Brother DCP-T710W)	5	bot		
55		Printer Ink (Black) - (for Epson L220)	5	bot		
56		Printer Ink (Cyan) - (for Epson L220)	5	bot		
57		Printer Ink (Magenta) - (for Epson L220)	5	bot		
58		Printer Ink (Yellow) - (for Epson L220)	5	bot		
59		Puncher (Heavy Duty)	9	pcs		
60		Push Pins	7	box		
61		Record Book (300 pages)	14	pcs		
62		Scotch Tape 1"	9	pcs		
63		Signpen 0.5 (Black)	12	box		
64		Signpen 0.5 (Blue)	8	box		
65		Signpen 0.7 (Black)	7	box		
66		Stamp Pad 3"x2"	15	pcs		
67		Stamp Pad Ink (Purple)	10	pcs		
68		Staple Wire No. 35	69	box		
69		Stapler with remover	13	pcs		
70		Stapler (Metal, Heavy Duty)	2	pcs		
71		Steadler Ink (Black)	1	bot		
72		Steel Cabinet Lateral 3 layers	2	pcs		
73		Steel Cabinet Lateral 4 layers	2	pcs		
74		Steel Rack 3 Layers (Black)	3	pcs		
75		Sticky Notes 2x3	21	pcs		
76		Toilet paper 3ply	126	roll		
77		UPS	3	unit		
78		Whiteboard Marker (Black)	14	pcs		
79		Whiteboard Marker (Blue)	7	pcs		
80		Whiteboard Marker (Red)	2	pcs		



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Item	Purchaser's Specifications / Description	Bidder's Specifications (Please specify country of Origin, Brand and Model)	Quantity	Unit	Unit Price	Total Price
81		Geotagging Equipment	unit	1		
		Network				
		Technology: GSM / HSPA / LTE				
		2G bands: GSM 850 / 900 / 1800 / 1900 - SIM 1 & SIM 2				
		3G bands: HSDPA 850 / 900 / 2100				
		4G bands: LTE band 1(2100), 3(1800), 5(850), 8(900), 38(2600), 40(2300), 41(2500)				
		Speed: HSPA, LTE-A				
		Body				
		Dimensions: 163.6 x 75.6 x 9.1 mm (6.44 x 2.98 x 0.36 in)				
		Weight: 195 g (6.88 oz)				
		Build: Glass front (Gorilla Glass 3), plastic back, plastic frame				
		SIM: Dual SIM (Nano-SIM, dual stand-by)				
		Display				
		Type: IPS LCD capacitive touchscreen, 16M colors				
		Size: 6.5 inches, 102.0 cm ² (~82.5% screen-to-body ratio)				
		Resolution: 720 x 1600 pixels, 20:9 ratio (~270 ppi density)				
		Protection: Corning Gorilla Glass 3, 480 nits typ. value				
		Platform				
		OS: Android 9.0 (Pie); ColorOS 6.1				
		Chipset: Qualcomm SDM665 Snapdragon 665 (11 nm)				
		CPU: Octa-core (4x2.0 GHz Kryo 260 Gold & 4x1.8 GHz Kryo 260 Silver)				
		GPU: Adreno 610				
		Memory				
		Card slot: microSDXC (dedicated slot)				
		Internal: 128GB 4GB RAM, 128GB 8GB RAM, UFS 2.1				
		Main camera				
		Quad: 48 MP, f/1.8, (wide), 1/2.25", 0.8µm, PDAF; 8 MP, f/2.3, 13mm (ultrawide), 1/4.0", 1.12µm, AF; 2 MP, f/2.4, 1/5.0", 1.75µm; 2 MP, f/2.4, (depth)				
		Features: Dual-LED dual-tone flash, panorama, HDR				
		Video: 2160p@30fps, 1080p@30fps, gyro-EIS				
		Selfie camera				
		Single: 16 MP, f/2.0, 26mm (wide), 1/3.1", 1.0µm				
		Features: HDR				
		Video: 1080p@30fps				
		Sound				
		Loudspeaker: Yes, with stereo speakers				
		3.5mm jack: Yes				



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- 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: _____