



Republic of the Philippines
Department of Environment and Natural
Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Regional Office No. VIII
DENR 8 Compound, Brgy. 2, Jones Extension,
Tacloban City
Telefax: (053) 832-2319



**REQUEST FOR QUOTATION (RFQ)
(N.P. 52.1.b Shopping)**

**Procurement of Supply and Delivery of Quarterly Common-use Supplies and
Materials Not available at PS-DBM)
RFQ NO. 22-07-195**

1. The Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB-R8) hereinafter referred to as the “Purchaser” now requests for submission of price quotations for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications 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. The Approved Budget for this contract is **333,008.00.**
3. Small value procurement/Shopping procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/quotation on a ***per item basis***, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below not later than **2:00 pm of August 1, 2022.**

Department of Environment and Natural Resources
Environmental Management Bureau
Brgy 2, Jones St., Tacloban City

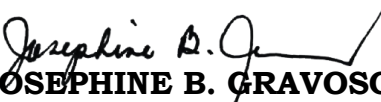
6. Prices must be quoted in Philippine Peso and must include the ***unit price and total price, inclusive of all taxes to be paid and other incidental cost*** to the delivery site/s if the contract is awarded.

Bid/quotation may be typewritten and may be placed in a sealed envelope marked **“Procurement of Supply and Delivery of Quarterly Common-use Supplies and Materials Not available at PS-DBM) (RFQ NO. 22-07-195)”** or

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you may send your bid/quotation through fax (63-832-1088) or e-mail embr8_bac@emb.gov.ph. *Late bids and proposals above ABC shall be automatically disqualified.*

7. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
8. The delivery period shall be within **thirty (30) days** upon receipt of Purchase Order/Job Order (P.O./J.O.).
9. Delivery Site: Department of Environment and Natural Resources
Environmental Management Bureau
Brgy 2, Jones St., Tacloban City
10. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent 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 contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. 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 also 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 functionality of the material and the capability of the supplier to perform the contract.
12. The prospective bidder shall submit the following:
 - a) **Quotation Form/Technical Specifications;**
 - b) **Mayor's/Business Permit;**
 - c) **PhilGEPS Registration Number/Proof of PhilGEPS Registration**
 - d) **BIR Form 2303 (Certificate of Registration)** *(required/will be submitted upon receipt of P.O./Contract/NOA)*
 - e) **Income or Business Tax Returns**


JOSEPHINE B. GRAVOSO
BAC Chairperson

TECHNICAL SPECIFICATIONS

Technical Buyer's Specifications	Bidder's Specifications
Procurement of Supply and Delivery of Quarterly Common-use Supplies and Materials Not available at PS-DBM)	
INK, for stamp pad	
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
PAPER, MULTICOPY, A4, 80 gsm	
PAPER, MULTICOPY, Legal, 80gsm	
PAPER, Multi-Purpose, A4, 70 gsm	
PAPER, multi-purpose, legal, 70gsm	
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
TOILET TISSUE PAPER, 2-ply, 100% recycled, 12 rolls	
TISSUE, interfolded paper towel, 6 rolls	
BATTERY, dry Cell, size AA	
BATTERY, dry Cell, size AAA	
TAPE, masking, 24mm	
TAPE, packaging, 48mm	
TWINE, plastic	
AIR FRESHENER, aerosol type	
RAGS, all cotton	
MOUSE, WIRELESS, USB	
CLIP, backfold, 25mm	
CORRECTION TAPE, 8m	
DATA FILE BOX w/ cover	
DATA FOLDER	
ENVELOPE, DOCUMENTARY, for legal size document	

CUTTER/UTILITY KNIFE, for general purpose	
SCISSORS, symmetrical	
TAPE DISPENSER, table top	
PAPER SHREDDER	
INK CART, EPSON C13T664100 (T6641), Black	
INK CART, EPSON C13T664200 (T6642), Cyan	
INK CART, EPSON C13T664300 (T6643), Magenta	
INK CART, EPSON C13T664400 (T6644), Yellow	
ERASER, plastic/rubber	
SIGN PEN, black	
SIGN PEN, blue	
SIGN PEN, red	
Ink bottle, Brother BT6000BK, for DCP-T700W printer	
Ink bottle, Brother BT5000C, for DCP-T700W printer	
Ink bottle, Brother BT5000M, for DCP-T700W printer	
Ink bottle, Brother BT5000Y, for DCP-T700W printer	
Ink Brother BT D60 Black	
Ink Brother LC539XL (Black)	
Toner for Fuji Xerox DocuCentre S2320 S2520 Toner Cartridge CT202384	
Ballpen, Black, 12 pcs/box	
Photo Paper, Glossy, A4, 20 sheets/pack	
Double Sided Adhesive Tape	
Coverall, PPE, Non-sterile, XL, disposable	
Tone Cartridge for Samsung MLTD203L	
<i>*Please indicate the brand and model of the product being offered.</i>	

REQUEST FOR QUOTATION FORM

Date: **July 25, 2022**

RFQ No.: **22-07-195**

Attention: FAD – PROPERTY & SUPPLY UNIT

Environmental Management Bureau

Brgy. 2, Jones St., 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:

Description	Quantity	Delivery Site	Unit Price (PhP)	Total Price (PhP)
Procurement of Supply and Delivery of Quarterly Common-use Supplies and Materials Not available at PS-DBM)		DENR-EMB 8, Brgy. 2 Jones Ext. Tacloban City		
INK, for stamp pad	5 btls.			
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	50 pad			
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	50 pad			
PAPER, MULTICOPY, A4, 80 gsm	70 reams			
PAPER, MULTICOPY, Legal, 80gsm	30 reams			
PAPER, Multi-Purpose, A4, 70 gsm	30 reams			
PAPER, multi-purpose, legal, 70gsm	30 reams			
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5 pcs			
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	10 pcs			
TOILET TISSUE PAPER, 2-ply, 100% recycled, 12 rolls	90 packs			
TISSUE, interfolded paper towel, 6 rolls	15 packs			
BATTERY, dry Cell, size AA	4 packs			
BATTERY, dry Cell, size AAA	10 packs			
TAPE, masking, 24mm	12 rolls			
TAPE, packaging, 48mm	12 rolls			
TWINE, plastic	3 rolls			

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AIR FRESHENER, aerosol type	9 cans			
RAGS, all cotton	1 bundle			
MOUSE, WIRELESS, USB	2 units			
CLIP, backfold, 25mm	25 boxes			
CORRECTION TAPE, 8m	50 pcs			
DATA FILE BOX w/ cover	10 pcs			
DATA FOLDER	20 pcs			
ENVELOPE, DOCUMENTARY, for legal size document	2 boxes			
CUTTER/UTILITY KNIFE, for general purpose	5 pcs			
SCISSORS, symmetrical	20 pairs			
TAPE DISPENSER, table top	3 pcs			
PAPER SHREDDER	3 units			
INK CART, EPSON C13T664100 (T6641), Black	20 cart.			
INK CART, EPSON C13T664200 (T6642), Cyan	10 cart.			
INK CART, EPSON C13T664300 (T6643), Magenta	10 cart.			
INK CART, EPSON C13T664400 (T6644), Yellow	5 cart.			
ERASER, plastic/rubber	20 pcs			
SIGN PEN, black	130 pcs			
SIGN PEN, blue	63 pcs			
SIGN PEN, red	33 pcs			
Ink bottle, Brother BT6000BK, for DCP-T700W printer	30 btls			
Ink bottle, Brother BT5000C, for DCP-T700W printer	20 btls			
Ink bottle, Brother BT5000M, for DCP-T700W printer	20 btls			
Ink bottle, Brother BT5000Y, for DCP-T700W printer	20 btls			
Ink Brother BT D60 Black	12 btls			
Ink Brother LC539XL (Black)	35 cart.			
Toner for Fuji Xerox DocuCentre S2320 S2520 Toner Cartridge CT202384	3 cart.			
Ballpen, Black, 12 pcs/box	7 boxes			
Photo Paper, Glossy, A4, 20 sheets/pack	5 packs			

Double Sided Adhesive Tape	5 pcs			
Coverall, PPE, Non-sterile, XL, disposable	3 pcs			
Toner Cartridge for Samsung MLTD203L	3 cart.			

- 1) We undertake, if our Quotation or bid is accepted, to deliver the above goods within **thirty (30) days** upon receipt of Purchase Order/Job Order (P.O./J.O.).
- 2) We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- 3) We understand that **payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.**

Please fill out the required fields below. Failure to comply will disqualify your quotation.

Name of Company : _____

PhilGEPS Registration No. : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____

Terms of Payment:

Payment shall be made through **Land Bank's LDDAP-ADA/Bank Transfer** facility, within thirty (30) days after submission of billing. In case of other banks, charges may apply.