



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. 53.9 Small Value Procurement)**

**Provision of Printing Production of Developed IEC Materials for the 3rd  
Quarter 2022  
RFQ NO. 22-07-196**

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 **43,600.00.**
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 **“Provision of Printing Production of Developed IEC Materials for the 3rd Quarter 2022 (RFQ NO. 22-07-196)”** or you may send your

*Protect the environment... Protect life...*

bid/quotation through fax (63-832-1088) or e-mail [embr8\\_bac@emb.gov.ph](mailto: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 **fifteen (15) 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**

<b>Technical Buyer's Specifications</b>	<b>Bidder's Specifications</b>
<p><b>Provision of Printing Production of Developed IEC Materials for the 3rd Quarter 2022</b></p> <p><b>Leaflet of EMB Services</b> (3 folds, glossy paper, 8.5 in. X 13 in.)</p> <p><b>Customized Expanding Folder featuring Environmental Laws</b> (w/ pocket inside, 9.5 in. x 13 in., w/ matte coating)</p> <p><b>Notepad featuring Environmental Art and Program on Eco-friendly School as cover</b> (A5 size w/ paperboard cover, perfect binding, 50 leaves)</p>	
<p><i>*Please indicate the brand and model of the product being offered.</i></p>	

## REQUEST FOR QUOTATION FORM

Date: **July 25, 2022**  
RFQ No.: **22-07-196**

**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)
<b>Provision of Printing Production of Developed IEC Materials for the 3rd Quarter 2022</b>		<b>DENR-EMB 8, Brgy. 2 Jones Ext. Tacloban City</b>		
<b>Leaflet of EMB Services</b> (3 folds, glossy paper, 8.5 in. X 13 in.)	<b>400 pcs</b>			
<b>Customized Expanding Folder featuring Environmental Laws</b> (w/ pocket inside, 9.5 in. x 13 in., w/ matte coating)	<b>100 pcs</b>			
<b>Notepad featuring Environmental Art and Program on Eco-friendly School as cover</b> (A5 size w/ paperboard cover, perfect binding, 50 leaves)	<b>100 pcs</b>			

- 1) We undertake, if our Quotation or bid is accepted, to deliver the above goods within **fifteen (15) 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.

*Protect the environment... Protect life...*

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.

Date: **July 25, 2022**  
RFQ No.: **22-07-196**