



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Provincial Environment and Natural Resources Office
Agusan del Norte

REQUEST FOR QUOTATION/ PROPOSAL

(thru NEGOTIATED PROCUREMENT under SMALL VALUE PROCUREMENT , Sec. 53.9)
(GOODS)

PR NO:2023-11-288
PR DATE:11-10-2023
END-USER: M.S.D / T.S.D
ABC: 353,535.35

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT
RFQ NO: 2023-11-112
DATE PREPARED: 11-14-2023
CLOSING DATE: 11-21-2023
CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources CARAGA Region, Brgy. Ambago, Butuan City is inviting of known qualificationssuppliers/distributors/contractors for a bid proposals covering the hereunder project:

| ITEM NO | ARTICLE DESCRIPTION | QTY | UNIT | DENR ABC | SUPPLIER'S QUOTED PRICE (Php) | |
|---------|--|-----|--------|---------------------|-------------------------------|-------------|
| | | | | | Unit Price | Total Price |
| | Procurement of Office supplies for the use of CENRO, Nasipit, CENRo Tubay and PENRO ADN | | | P 353,535.35 | | |
| 1 | ALCOHOL, Ethyl, 1 Gallon | 35 | gallon | | | |
| 2 | BROOM, soft (tambo) | 8 | piece | | | |
| 3 | BROOM, STICK (TING-TING), usable length: 760mm min | 10 | piece | | | |
| 4 | DETERGENT POWDER, all purpose, 1kg | 13 | pack | | | |
| 5 | DISHWASHING SOAP,LIQUID,500ml | 17 | bottle | | | |
| 6 | DISINFECTANT SPRAY, aerosol type, 400-550 grams | 1 | can | | | |
| 7 | Disinfectant- Liquid Antibacterial protection -1gal | 3 | gal | | | |
| 8 | Disinfectant- color safe -900ml | 3 | bottle | | | |
| 9 | HAND SOAP, Liquid, 500ml | 7 | bottle | | | |
| 10 | CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL | 2 | bottle | | | |
| 11 | TOILET DEODORANT CAKE (Lemon,big) | 14 | piece | | | |
| 12 | TRASHBAG, plastic, black, large | 15 | roll | | | |
| 13 | TRASHBAG, plastic, black,XL | 10 | roll | | | |
| 14 | EXTENSION WIRE (4meter),with 4 socket assembled,heavy duty | 2 | piece | | | |
| 15 | LED LINEAR TUBE, 18 WATTS FRO SERIES | 10 | piece | | | |
| 16 | LED bulb 20watts- branded, good quality | 10 | piece | | | |
| 17 | BATTERY, dry cell, AA, 2 pieces per blister pack | 14 | pack | | | |
| 18 | BATTERY, dry cell, AAA, 2 pieces per blister pack | 14 | pack | | | |
| 19 | Battery AA-Rechargeable 2pcs/pack, good quality | 4 | pack | | | |
| 20 | INK CART, EPSON C13T664100 (T6642), Cyan | 25 | bottle | | | |
| 21 | INK CART, EPSON C13T664100 (T6643), Magenta | 25 | bottle | | | |
| 22 | INK CART, EPSON C13T664100 (T6644), Yellow | 25 | bottle | | | |
| 23 | Printer Ink Epson L310-003) Magenta | 72 | bottle | | | |
| 24 | Printer Ink (Epson L310-003)Cyan | 73 | bottle | | | |
| 25 | Printer Ink (Epson L310-003) Yellow | 73 | bottle | | | |
| 26 | Printer Ribbon refill (Epson LQ300+II) | 2 | cart | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | Documentary Requirements: (to be submitted together with the proposal) | | | | | |
| | 1. Mayor's/Business Permit; | | | | | |
| | 2. PhilGEPS Reg. Number/PhilGEPS Certificate; | | | | | |
| | 3. PCAB License; | | | | | |
| | 4. Latest Income Tax Return/ Tax Clearance; and | | | | | |
| | 5. DTI Registration Certificate; | | | | | |
| | | | | | | |

The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

The Procuring Entity shall draw up a list of at least three(3) suppliers/distributors/contractors of known qualifications which will submit proposal that meet the Procuring Entity's minimum technical requirement and should not exceed the ABC.

Interested suppliers/distributors/contractors may obtain application forms and further information from 8:00 A.M to 5:00 P.M., Monday to Friday at the BAC Secretariat's Office, DENR CARAGA Region, Brgy. Ambago Butuan City.

The deadline for the submission of bid proposals will be on **NOV.21, 2023** Qualified proposals will be notified of award and contract execution.

The Department of Environment and Natural Resources CARAGA Region has the rights to reject any proposals, annul, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected suppliers/distributors/contractors in accordance with Sec.41 of Revised IRR9184


FE C. DACUM
 DMO-V/Chief, TSD
 BAC, Chair

Copy Received by: _____

Canvassed by: _____

TERMS AND CONDITIONS

1. Service Providers shall provide correct and accurate information required in this form
2. Service Providers may quote for any or all items, unless otherwise stated.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the closing date.
4. Price quotation/s, to be dominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest calculated and responsive offer which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the authorized representative of the Service
8. The item/s and/or services shall be delivered according to the requirements specified herein/attached Terms of Reference.
9. The DENR shall have the right to review/examine submissions relative to the project to confirm conformity to the project requirements
10. Payment shall be made in accordance with the Terms of Conditions of the Contract.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it

