



**REQUEST FOR QUOTATION/ PROPOSAL**

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

PR NO: 2023-12-324-A  
 PR DATE: 12-13-2023  
 END-USER: M.S.D / P-ADN  
 ABC: 124,000.00

MODE OF PROCUREMENT: SHOPPING  
 RFQ NO: 2023-12-150-A  
 DATE PREPARED: 12-22-2023  
 CLOSING DATE: 12-27-2023  
 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 qualifications suppliers/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
	<b>PROCUREMENT OF OFFICE EQUIPMENT FOR THE OFFICIAL USE OF PENRO-ADN AND MULTI-PURPOSE HALL AND CENRO-TUBAY NGP</b>			<b>124,000.00</b>		
1	<b>STEEL CABINET - 3LAYER VERTICAL STEEL CABINET,CENTRAL LOCKING SYSTEM, POWDERCOATED PAINT FINISH, WITH FINE DIVIDERS AND DUPLICATE KEYS, HEAVY DUTY, GRAY</b>	1	unit			
2	<b>STEEL PEDESTAL/MOBILE CABINET - PENCIL TRAY AND FILE DIVIDER, FLUSH HANDLE, CENTRAL LOCKING SYSTEM, 2 SMALL DRAWERS, 1 BIG DRAWER VERTICAL STEEL CABINET, HEAVY DUTY, GRAY</b>	1	unit			
3	<b>MONOBLOC CHAIR - L 38cm x W 39cm x H 77cm, WITH BACK SUPPORT, HEAVY DUTY, CREAM/BIEGE</b>	200	pcs			
4	<b>MONOBLOC FOLDING TABLE - RECTANGULAR, WHITE COLOR, 6FT, HEAVY DUTY FOLD-IN-HALF TABLE, AUTO LOCKING FEATURE, AND CONVENIENT CARRY HANDLE, HIGH QUALITY AND HIGH STANDARD</b>	4	pc			
	<b>TOTAL</b>			<b>124,000.00</b>		
	<b>Documentary Requirements: (to be submitted together with the proposal)</b>					
	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;					
	6. Omnibus Sworn Statement					

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 **DECEMBER 27, 2023** Qualified proposals will be notified of award and contract execution.

The Department of Environment and Naturl 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. DACUMOS**  
DMO-V / Chief T.S.D  
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) caledar 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
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 confirmity 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