



### REQUEST FOR QUOTATION/ PROPOSAL

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

PR NO: 2024-04-125  
 PR DATE: 04/19/2024  
 END-USER: M.S.D / T.S.D  
 ABC: 222,104.16

MODE OF PROCUREMENT: SHOPPING  
 RFQ NO: 2024-04-065  
 DATE PREPARED: 04-23-2024  
 CLOSING DATE: 04-30-2024  
 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
	<b>Procurement of office Supplies for PENRO OFFICE, CENRO- Nasipit and CENRO-Tubay</b>			<b>222,104.16</b>		
1	BROOM, soft (tambo)	18	piece			
2	BROOM, STICK (TING-TING), usable length: 760mm min	11	piece			
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	7	bottle			
4	DETERGENT POWDER, all purpose, 1kg	27	pack			
5	DISHWASHING SOAP,LIQUID,500ml	21	bottle			
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	11	can			
7	DUST PAN, non-rigid plastic, w/ detachable handle	10	piece			
8	TOILET DEODORANT CAKE (Lemon,big)	10	piece			
9	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	52	pack			
10	TRASHBAG, plastic, black, XL size	15	pack			
11	TWINE, plastic	2	roll			
12	Assorted Colored bond paper	3	ream			
13	BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Black, 50pcs/tube,good quality	21	box			
14	BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Blue, 50pcs/tube, good quality	3	box			
15	Battery AAA-Rechargeable 2pcs/pack, good quality	2	pack			
16	Battery AA-Rechargeable 2pcs/pack, good quality	3	pack			
17	BATTERY, dry cell, AA, 2 pieces per blister pack	24	pack			
18	BATTERY, dry cell, AAA, 2 pieces per blister pack	22	pack			
19	Canon Board,Cream color, Legal	9	pack			
20	CANON PAPER, color: light green, A4	25	pack			
21	Canon Paper, Legal -Cream 20pcs/pack	3	pack			
22	Canon Paper, long (assorted colors)	2	pack			





104	TAPE, MASKING, width: 24mm (±1mm)	12	roll		
105	TAPE, MASKING, width: 48mm (±1mm)	39	roll		
106	TAPE, PACKAGING, width: 48mm (±1mm)	4	roll		
107	TAPE, TRANSPARENT, width: 24mm (±1mm)	48	roll		
108	TAPE, TRANSPARENT, width: 48mm (±1mm)	42	roll		
109	WRAPPING PAPER, kraft, 65gsm (-5%)	1	pack		
	<b>TOTAL</b>			<b>222,104.16</b>	
	<b>Documentary Requirements: (to be submitted together with the proposal)</b>				
	1. Mayor's/Business Permit;				
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;				
	3. DTI Registration Certificate;				
	4. Omnibus Sworn Statement				

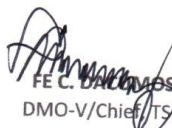
The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

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 APRIL 30, 2024 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. D. [unclear]  
 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
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

