



REQUEST FOR QUOTATION/ PROPOSAL

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

PR NO: 2024-11-354
PR DATE: 11/04/2024
END-USE/ MANAGEMENT SERVICES DIVISION
ABC: 153,635.41

MODE OF PROCUREMENT:SHOPPING
RFQ NO: 2024-11-166
DATE PREPARED: 11-19-2024
CLOSING DATE: 11-25-2024
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
	Procurement of office supplies for PENRO Agusan del Norte.			153,635.41		
1	BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Black, 50pcs/tube,good quality	4	box			
2	Battery AAA-Rechargeable 2pcs/pack, good quality	2	pack			
3	Battery AA-Rechargeable 2pcs/pack, good quality	2	pack			
4	BINDING AND PUNCHING MACHINE- with 24 holes punching selection, fit for Legal size,heavy duty	1	unit			
5	CANON PAPER, color: light green, A4	5	pack			
6	Canon Board,for certificate subs.,color yellow,A4	5	pack			
7	Canon Board,for certificate subs.,color Blue,A4	5	pack			
8	Canon Board,for certificate subs.,color Pink,A4	5	pack			
9	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	7	box			
10	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	7	box			
11	CORRECTION PEN, Rolling Ball metal tip	5	pcs			
12	Duct Tape,gray width:48mm	2	roll			
13	Fastener, metal 70mm between prongs	8	box			
14	FASTENER, PLASTIC, 70mm X 8.5 INCH LONG	10	box			
15	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	3	unit			

53	DETERGENT POWDER, all purpose, 1kg	13	pack		
54	DISHWASHING SOAP, LIQUID, 500ml	16	bottle		
55	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10	can		
56	DUST PAN, non-rigid plastic, w/ detachable handle	3	piece		
57	HAND SOAP, Liquid, 500ml	5	bottle		
58	TOILET DEODORANT CAKE (Lemon, big)	12	piece		
59	TRASHBAG, plastic, black, Large size	5	pack		
	TOTAL			153,635.41	
	Documentary Requirements: (to be submitted together with the proposal)				
	1. Mayor's/Business Permit;				
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;				
	3. Latest Income Tax Return/ Tax Clearance; and				
	4. DTI Registration Certificate;				

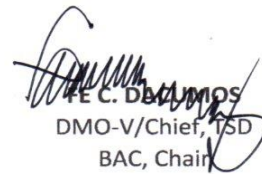
The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

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 PENRO-ADN, Brgy. Tiniwisan Butuan City.

The deadline for the submission of bid proposals will be on **November 25, 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


F. C. De Luna
 DMO-V/Chief, ISD
 BAC, Chair

 Signature Over Printed Name

 Company Name

 Address

Canvass By:

 Tel No. /Cellphone No. /e-mail address

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