



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: 2025-04-094
PR
DATE: 4/15/2025
END-USI PENRO-ADN-M.S.D
ABC: 195,000.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT
RFQ NO: 2025-04-046
DATE PREPARED: 04-15-2025
CLOSING DATE: 04-21-2025
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 COST	TOTAL COST	Unit Price	Total Price
1	Procurement of Biometric Time Attendance Equipment for CENRO Nasipit and CENRO Tubay Agusan del Norte Monitoring Stations	13	UNIT	15,000.00	195,000.00		
	User Capacity - 1,000						
	Fingerprint Capacity - 3,000						
	Card Capacity - 1,000						
	Record Capacity - 100,000						
	Display - 2.8inch Screen						
	System Compatibility - ATK Lite, Standard, Professional, and Professional Plus software						
	Communication - TCP/IP, USB						
	Standard Functions - Work Code with SSR Report						
TOTAL	ONE HUNDRED NINETY FIVE THOUSAND PESOS				195,000.00		
	Documentary Requirements: (to be submitted together with the proposal)						
	1. Mayor's/Business Permit;						
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;						
	3. DTI Registration Certificate;						
	4. Land Bank Account						

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 00 A.M to 5:00 P.M., Monday to Friday at the BAC Secretariat's Office, DENR PENRO-AND, TINIWISAN Iloilo City.

The deadline for the submission of bid proposals will be on **April 21, 2025** Qualified proposals will be notified of award and contract execution.

The Department of Environment and Natural Resources PENRO-ADN 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, TSD
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 Service Provider
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



Department of Environment and Natural Resources
Kagawaran ng Kapaligiran at Likas Yaman
Caraga Region
PENRO Agusan del Norte



TERMS OF REFERENCE (TOR)

FOR THE SUPPLY AND DELIVERY OF THIRTEEN (13) BIOMETRIC TIME ATTENDANCE EQUIPMENT FOR CENRO NASIPIT AND CENRO TUBAY AGUSAN DEL NORTE MONITORING STATIONS

I. ABSTRACT

Title of the Project : **SUPPLY AND DELIVERY OF THIRTEEN (13) BIOMETRIC TIME ATTENDANCE EQUIPMENT FOR CENRO NASIPIT AND CENRO TUBAY**

Approved Budget for the Contract (ABC) : **₱ 195,000.00**

Project Period : **30 Calendar Days**

II. SCOPE OF WORK/ TECHNICAL SPECIFICATION:

The scope of work for this project includes:

1. Supply and delivery of thirteen (13) units of biometrics machine for CENRO Nasipit and CENRO Tubay monitoring Stations;
2. Minimum Specification:
 - K30 Fingerprint Time Attendance Terminal
 - User Capacity - 1,000
 - Fingerprint Capacity - 3,000
 - Card Capacity - 1,000
 - Record Capacity - 100,000
 - Display - 2.8inch Screen
 - System Compatibility - ATK Lite, Standard, Professional, and Professional Plus software
 - Communication - TCP/IP, USB
 - Standard Functions - Work Code with SSR Report

III. DELIVERY PERIOD

The supplier shall deliver the items within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).

IV. WARRANTY AND RETENTION

1. The supplier warrants that the units supplied under contract are new, unused, of the most or current model based on the approved technical specifications.

2. The supplier further warrants that the units supplied under this contract shall be free from defects.
3. Warranty is at least one (1) year on parts and services upon receipt of units.
4. This office shall promptly notify the supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace of the defective goods or parts thereof, without cost to this office.


V. OTHER REQUIREMENTS

1. The supplier shall ensure that the unit delivered is in accordance with the specification as required by DENR PENRO Agusan del Norte. This office has the right to reject delivery if units delivered were found to be defective and not according to the required specifications.
2. This office may terminated/cancel the Purchase Order (PO) when the supplier fails to deliver, perform, and comply with its obligation.

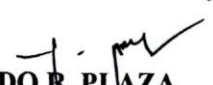
VI. PAYMENT TERMS

1. Payment will be made upon satisfactory completion of delivery subject to complete documents for payment.
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the supplier fails to deliver the unit on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, DENR PENRO Agusan del Norte may rescind or terminate the contract, without prejudice to other courses of action and remedies to open it.

Prepared by:


LIZA B. TORRALBA
Admin. Officer I/ Supply Officer

Recommending Approval:


REYNALDO R. PLAZA
Accountant III/ OIC, Chief MSD

Approved by:


ADELAIDA R. BORJA
PENR Officer