



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 2025-03-061  
PR DA' 03/06/2025  
END-U PENRO-ADN-M.S.D  
ABC: 184,786.02

MODE OF PROCUREMENT: SHOPPING

RFQ NO: 2025.03.031  
DATE PREPARED: 03.10.2025  
CLOSING DATE: 03-14-2025  
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
	<b>Procurement of ICT OFFICE supplies for 1st Quarter CY2025</b>						
1	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2	piece	3,014.96	6,029.92		
2	INK CART, EPSON C13T664100 (T6641), Black	99	bottle	231.90	22,958.10		
3	INK CART, EPSON C13T664200 (T6642), Cyan	30	bottle	242.20	7,266.00		
4	INK CART, EPSON C13T664300 (T6643), Magenta	30	bottle	242.20	7,266.00		
5	INK CART, EPSON C13T664300 (T6643), Yellow	30	bottle	242.20	7,266.00		
6	Printer Ink Epson L310-003) Black	133	bottle	400.00	53,200.00		
7	Printer Ink Epson L310-003) Cyan	62	bottle	400.00	24,800.00		
8	Printer Ink ( Epson L310-003) Magenta	62	bottle	400.00	24,800.00		
9	Printer Ink ( Epson L310-003) Yellow	78	bottle	400.00	31,200.00		
TOTAL	<b>FOUR HUNDRED FORTY FOUR THOUSAND NINE HUNDRED TWENTY SEVEN AND FORTY NINE CENT</b>				184,786.02		

	<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. Land Bank Account						

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-AND, TINIWISAN Butuan City.

The deadline for the submission of bid proposals will be on **March 14, 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