



Provincial Environment and Natural Resources Office  
Agusan del Norte



**REQUEST FOR QUOTATION/ PROPOSAL**

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

PR NO: 2025-03-060  
PR DAT 03/06/2025  
END-US PENRO-ADN-M.S.D  
ABC: 444,927.49

MODE OF PROCUREMENT: SHOPPING  
RFQ NO: 2025.03.030  
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 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 COST | TOTAL COST | Unit Price                    | Total Price |
|         | <b>Procurement of office supplies for 1st Quarter CY2025</b>         |       |       |           |            |                               |             |
| 1       | BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Black, 50pcs/tube, good quality | 17    | tube  | 400.00    | 6,800.00   |                               |             |
| 2       | BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Blue, 50pcs/tube, good quality  | 2     | tube  | 400.00    | 800.00     |                               |             |
| 3       | Canon Board, Cream color, Legal                                      | 24    | pack  | 75.00     | 1,800.00   |                               |             |
| 4       | Canon Board, Cream color, A4                                         | 2     | pack  | 65.00     | 130.00     |                               |             |
| 5       | Canon Board, White color, LEGAL size                                 | 10    | pack  | 65.00     | 650.00     |                               |             |
| 6       | Canon Board assorted color, 20pcs/pack, Legal                        | 10    | pack  | 65.00     | 650.00     |                               |             |
| 7       | CANON BOARD for certificate subs., color: yellow, A4                 | 5     | pack  | 75.00     | 375.00     |                               |             |
| 8       | CANON BOARD, for certificate subs. color: Blue, A4                   | 5     | pack  | 75.00     | 375.00     |                               |             |
| 9       | CANON BOARD, for certificate subs. color: Pink, A4                   | 5     | pack  | 75.00     | 375.00     |                               |             |
| 10      | Canon Paper, Legal - Cream 20pcs/pack                                | 36    | pack  | 60.00     | 2,160.00   |                               |             |
| 11      | Canon Paper, Legal (Light, Yellow)                                   | 10    | pack  | 60.00     | 600.00     |                               |             |
| 12      | Canon Paper, Legal (Light Green)                                     | 10    | pack  | 60.00     | 600.00     |                               |             |
| 13      | Canon Paper, long (assorted colors)                                  | 5     | pack  | 60.00     | 300.00     |                               |             |
| 14      | Canon Paper, A4 (assorted colors)                                    | 6     | pack  | 55.00     | 330.00     |                               |             |
| 15      | CARTOLINA, assorted colors                                           | 3     | pack  | 83.72     | 251.16     |                               |             |
| 16      | Certificate foil seal/notarial seal color gold                       | 4     | box   | 100.00    | 400.00     |                               |             |
| 17      | Certificate Frame - A4 size                                          | 105   | piece | 100.00    | 10,500.00  |                               |             |
| 18      | Certificate Holder - plastic A4 size                                 | 120   | piece | 50.00     | 6,000.00   |                               |             |
| 19      | CLEARBOOK, Legal size                                                | 7     | piece | 36.36     | 254.52     |                               |             |
| 20      | CLIP, BACKFOLD, all metal, clamping: 19mm 1mm)                       | (- 20 | box   | 9.36      | 187.20     |                               |             |
| 21      | CLIP, BACKFOLD, all metal, clamping: 25mm 1mm)                       | (- 35 | box   | 15.60     | 546.00     |                               |             |

|    |                                                                                     |     |        |          |           |  |  |
|----|-------------------------------------------------------------------------------------|-----|--------|----------|-----------|--|--|
| 22 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)                                    | 41  | box    | 33.28    | 1,364.48  |  |  |
| 23 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)                                    | 21  | box    | 60.32    | 1,266.72  |  |  |
| 24 | Construction Paper, assorted color                                                  | 4   | ream   | 250.00   | 1,000.00  |  |  |
| 25 | CORRECTION PEN, Rolling Ball metal tip                                              | 10  | piece  | 130.00   | 1,300.00  |  |  |
| 26 | Cutting Mat, A3 full sheet: length 45 cm x width 30 cm                              | 1   | piece  | 245.00   | 245.00    |  |  |
| 27 | DATA FILE BOX, made of chipboard, with closed ends                                  | 47  | piece  | 145.89   | 6,856.83  |  |  |
| 28 | DATA FOLDER, made of chipboard, taglia lock ,color Blue                             | 677 | piece  | 83.01    | 56,197.77 |  |  |
| 29 | Data Folder, Lever Arch File                                                        | 20  | piece  | 330.00   | 6,600.00  |  |  |
| 30 | DATING AND STAMPING MACHINE, heavy duty                                             | 3   | piece  | 434.95   | 1,304.85  |  |  |
| 31 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc                                 | 5   | box    | 939.95   | 4,699.75  |  |  |
| 32 | ENVELOPE, EXPANDING, plastic, Legal                                                 | 25  | piece  | 30.49    | 762.25    |  |  |
| 33 | ENVELOPE, plastic, Legal color Lavender                                             | 100 | piece  | 45.00    | 4,500.00  |  |  |
| 34 | ENVELOPE, MAILING, white, 80gsm (-5%)                                               | 6   | box    | 432.52   | 2,595.12  |  |  |
| 35 | Envelope, Plastic transparent, Legal                                                | 100 | piece  | 10.00    | 1,000.00  |  |  |
| 36 | FASTENER. metal                                                                     | 27  | box    | 94.64    | 2,555.28  |  |  |
| 37 | Fastener, Plastic                                                                   | 15  | box    | 50.00    | 750.00    |  |  |
| 38 | FASTENER, PLASTIC, 70mm X 8.5 INCH LONG                                             | 2   | box    | 150.00   | 300.00    |  |  |
| 39 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)                                      | 10  | box    | 952.64   | 9,526.40  |  |  |
| 40 | GLUE, all purpose, gross weight: 200 grams min                                      | 28  | bottle | 62.14    | 1,739.92  |  |  |
| 41 | Laminating Film A4                                                                  | 2   | pack   | 1,200.00 | 2,400.00  |  |  |
| 42 | Laminating Film Legal                                                               | 3   | pack   | 1,300.00 | 3,900.00  |  |  |
| 43 | Lumber crayon                                                                       | 2   | box    | 200.00   | 400.00    |  |  |
| 44 | MARKER, PERMANENT, bullet type, black                                               | 60  | piece  | 8.27     | 496.20    |  |  |
| 45 | MARKER, PERMANENT, bullet type, blue                                                | 10  | piece  | 8.27     | 82.70     |  |  |
| 46 | MARKER, whiteboard, black, felt tip, bullet type                                    | 10  | piece  | 9.65     | 96.50     |  |  |
| 47 | MARKER, whiteboard, blue, felt tip, bullet type                                     | 4   | piece  | 9.65     | 38.60     |  |  |
| 48 | MARKER, whiteboard, Red, felt tip, bullet type                                      | 2   | piece  | 9.65     | 19.30     |  |  |
| 49 | MARKER: permanent, SUPER COLOR MARKER, broad COLOR BLACK-refillable                 | 1   | box    | 480.00   | 480.00    |  |  |
| 50 | MARKER: REFILL INK SUPER COLOR MARKER, FINE COLOR BLACK 1 OUNCE BOTTLE WITH DROPPER | 1   | bottle | 100.00   | 100.00    |  |  |
| 51 | Name Badge Holder, plastic, 100pcs/pack                                             | 1   | pack   | 65.00    | 65.00     |  |  |
| 52 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min                                       | 17  | pad    | 37.06    | 630.02    |  |  |
| 53 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min                                      | 10  | pad    | 59.28    | 592.80    |  |  |
| 54 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min                                       | 12  | pad    | 52.00    | 624.00    |  |  |
| 55 | 70gsm A3 Bond Paper- 11 3/4 x 16 1/2 inches - 500 sheet/pack                        | 1   | ream   | 600.00   | 600.00    |  |  |

|    |                                                          |     |        |        |           |  |  |
|----|----------------------------------------------------------|-----|--------|--------|-----------|--|--|
| 56 | PAPER, Multi-Purpose (COPY) A4, 70 gsm                   | 570 | ream   | 137.54 | 78,397.80 |  |  |
| 57 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm                | 475 | ream   | 158.91 | 75,482.25 |  |  |
| 58 | Paste                                                    | 5   | jar    | 65.00  | 325.00    |  |  |
| 59 | PHILIPPINE NATIONAL FLAG, 100% polyester                 | 37  | piece  | 284.84 | 10,539.08 |  |  |
| 60 | Philippine Flags-big 6x10                                | 3   | piece  | 750.00 | 2,250.00  |  |  |
| 61 | Photo Paper, Inkjet Glossy 20s (long/021gsm              | 6   | pack   | 82.00  | 492.00    |  |  |
| 62 | Photo Paper, Inkjet Glossy 20s (A4/021gsm                | 46  | pack   | 79.00  | 3,634.00  |  |  |
| 63 | PhotoPaper,MatteA4,20pcs/pack                            | 12  | pack   | 69.00  | 828.00    |  |  |
| 64 | - Precision Knife with 10 pcs. extra blade               | 4   | piece  | 450.00 | 1,800.00  |  |  |
| 65 | PUNCHER,paper heavy duty                                 | 16  | piece  | 153.92 | 2,462.72  |  |  |
| 66 | PVC COVER, A4                                            | 8   | box    | 750.00 | 6,000.00  |  |  |
| 67 | PVC COVER, LONG                                          | 18  | box    | 850.00 | 15,300.00 |  |  |
| 68 | Ring Binder- 1"                                          | 40  | piece  | 45.00  | 1,800.00  |  |  |
| 69 | Ring Binder- 1.5"                                        | 28  | piece  | 50.00  | 1,400.00  |  |  |
| 70 | Ring Binder- 1/2"                                        | 30  | piece  | 18.50  | 555.00    |  |  |
| 71 | Ring Binder- 1/4"                                        | 30  | piece  | 10.00  | 300.00    |  |  |
| 72 | RING BINDER 12mm x 1.12m                                 | 2   | piece  | 45.00  | 90.00     |  |  |
| 73 | Ring Binder- 2"                                          | 80  | piece  | 40.00  | 3,200.00  |  |  |
| 74 | Ring Binder- 3/4"                                        | 35  | piece  | 27.00  | 945.00    |  |  |
| 75 | RING BINDER, plastic, 32mm, 84 rings                     | 1   | bundle | 259.89 | 259.89    |  |  |
| 76 | RUBBER BAND, 70mm min lay flat length (#18)              | 12  | box    | 135.20 | 1,622.40  |  |  |
| 77 | SIGN PEN .07,BLACK                                       | 8   | box    | 400.00 | 3,200.00  |  |  |
| 78 | SIGN PEN, Extra Fine Tip, Black 0.5mm                    | 142 | piece  | 22.20  | 3,152.40  |  |  |
| 79 | SIGN PEN, Fine Tip, Black 0.7mm                          | 120 | piece  | 44.72  | 5,366.40  |  |  |
| 80 | SIGN PEN, Extra Fine Tip, Blue 0.5mm                     | 32  | piece  | 22.20  | 710.40    |  |  |
| 81 | SIGN PEN, Fine Tip, Blue 0.7mm                           | 29  | piece  | 44.72  | 1,296.88  |  |  |
| 82 | SIGN PEN, Extra Fine Tip, Red 0.5mm                      | 32  | piece  | 22.20  | 710.40    |  |  |
| 83 | SIGN PEN,Medium Tip , Black                              | 23  | piece  | 57.20  | 1,315.60  |  |  |
| 84 | SIGN PEN, REFIL BLUE, liquid/gel ink, 0.4mm needle tip   | 3   | box    | 250.00 | 750.00    |  |  |
| 85 | SIGN PEN, BLACK, liquid/gel ink, 0.4mm needle tip        | 3   | box    | 250.00 | 750.00    |  |  |
| 86 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm ,black,needle tip | 7   | box    | 400.00 | 2,800.00  |  |  |
| 87 | SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip         | 3   | box    | 250.00 | 750.00    |  |  |
| 88 | SIGN PEN, GREEN, liquid/gel ink, 0.4mm needle tip        | 3   | box    | 250.00 | 750.00    |  |  |
| 89 | SIGN PEN, RED, liquid/gel ink, 0.4mm needle tip          | 3   | box    | 250.00 | 750.00    |  |  |
| 90 | SIGN PEN, REFILL BLACK, liquid/gel ink, 0.4mm needle tip | 3   | box    | 250.00 | 750.00    |  |  |
| 91 | SIGN PEN, REFILL .05,BLACK (MYGEL)                       | 27  | box    | 230.00 | 6,210.00  |  |  |
| 92 | SIGN PEN,REFILL .05,RED (MYGEL)                          | 4   | box    | 230.00 | 920.00    |  |  |
| 93 | SIGN PEN,REFILL .07,BLACK (MYGEL)                        | 27  | box    | 230.00 | 6,210.00  |  |  |
| 94 | Split Pins Paper Fastener 20mm                           | 2   | box    | 94.64  | 189.28    |  |  |

|       |                                                                                |    |        |        |            |  |  |
|-------|--------------------------------------------------------------------------------|----|--------|--------|------------|--|--|
| 95    | STAMP PAD, FELT, bed dimension: 60mm x 100mm min                               | 9  | piece  | 39.92  | 359.28     |  |  |
| 96    | STAPLE WIRE, for heavy duty staplers, (23/13)                                  | 21 | box    | 36.40  | 764.40     |  |  |
| 97    | STAPLER, heavy duty binder                                                     | 4  | piece  | 693.15 | 2,772.60   |  |  |
| 98    | STAPLER, STANDARD TYPE, load cap: 200 staples min                              | 21 | piece  | 197.60 | 4,149.60   |  |  |
| 99    | Sticker Paper,A4assorted color,20's                                            | 5  | pack   | 120.00 | 600.00     |  |  |
| 100   | Sticker Paper,Legal,white,20's                                                 | 17 | Pack   | 100.00 | 1,700.00   |  |  |
| 101   | Sticker PaperA4I,green color                                                   | 2  | Pack   | 100.00 | 200.00     |  |  |
| 102   | Storage File Box (39.68x 27x29.21cm)                                           | 10 | piece  | 420.00 | 4,200.00   |  |  |
| 103   | Duct Tape,gray, green and black width:48mm                                     | 4  | roll   | 150.00 | 600.00     |  |  |
| 104   | TAPE, Doublesided,24mm with foam                                               | 6  | piece  | 50.00  | 300.00     |  |  |
| 105   | Double sided tape without foam(1/2")                                           | 5  | roll   | 20.00  | 100.00     |  |  |
| 106   | Double sided tape without foam(1")                                             | 5  | roll   | 50.00  | 250.00     |  |  |
| 107   | Double sided tape without foam(2")                                             | 5  | roll   | 80.00  | 400.00     |  |  |
| 108   | TAPE, PACKAGING, width: 48mm (±1mm)                                            | 9  | piece  | 22.36  | 201.24     |  |  |
| 109   | TAPE, TRANSPARENT, width: 24mm (±1mm)                                          | 38 | piece  | 17.68  | 671.84     |  |  |
| 110   | AIR FRESHENER, aerosol, 280ml/150g min                                         | 25 | can    | 87.31  | 2,182.75   |  |  |
| 111   | BROOM, soft (tambo)                                                            | 19 | piece  | 124.80 | 2,371.20   |  |  |
| 112   | BROOM, STICK (TING-TING), usable length: 760mm min                             | 16 | piece  | 26.00  | 416.00     |  |  |
| 113   | CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap                               | 20 | bottle | 41.60  | 832.00     |  |  |
| 114   | CLEANSER, SCOURING POWDER, 350g min./can                                       | 18 | bottle | 23.92  | 430.56     |  |  |
| 115   | DETERGENT POWDER, all purpose, 1kg                                             | 24 | pouch  | 54.08  | 1,297.92   |  |  |
| 116   | DISHWASHING SOAP,LIQUID,500ml                                                  | 43 | bottle | 150.00 | 6,450.00   |  |  |
| 117   | DISINFECTANT SPRAY, aerosol type, 400-550 grams                                | 15 | can    | 139.89 | 2,098.35   |  |  |
| 118   | Disinfectant- bleaching soluton;Liquid Antibacterial protection -1gal          | 4  | gal    | 250.00 | 1,000.00   |  |  |
| 119   | Disinfectant- color safe -900ml                                                | 5  | bottle | 230.00 | 1,150.00   |  |  |
| 120   | Doormat                                                                        | 3  | piece  | 100.00 | 300.00     |  |  |
| 121   | VEHICLE AIR FRESHENER                                                          | 5  | piece  | 180.00 | 900.00     |  |  |
| 122   | HAND SOAP, Liquid, 500ml                                                       | 10 | bottle | 42.95  | 429.50     |  |  |
| 123   | MOPHANDLE, heavy duty, aluminum, screw type                                    | 2  | piece  | 134.16 | 268.32     |  |  |
| 124   | MURIATIC                                                                       | 7  | galon  | 550.00 | 3,850.00   |  |  |
| 125   | TISSUE, interfolded paper towel                                                | 5  | Pack   | 33.80  | 169.00     |  |  |
| 126   | TOILET DEODORANT CAKE (Lemon,big)                                              | 35 | piece  | 100.00 | 3,500.00   |  |  |
| 127   | TRASHBAG, plastic, black,XXL size                                              | 15 | roll   | 130.00 | 1,950.00   |  |  |
| 128   | TRASHBAG, plastic, black, L size                                               | 20 | roll   | 59.28  | 1,185.60   |  |  |
| 129   | TRASHBAG, plastic, black, XL size                                              | 35 | roll   | 92.56  | 3,239.60   |  |  |
| 130   | TWINE, plastic                                                                 | 3  | roll   | 66.62  | 199.86     |  |  |
|       |                                                                                |    |        |        |            |  |  |
| TOTAL | FOUR HUNDRED FORTY FOUR THOUSAND NINE HUNDRED TWENTY SEVEN AND FORTY NINE CENT |    |        |        | 444,927.49 |  |  |

| 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                                                   |  |  |  |  |  |  |
|                                                                        |  |  |  |  |  |  |

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. DACCOS  
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