



REQUEST FOR QUOTATION/ PROPOSAL

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

PR NO: 2025-09-218
 PR DATE: 09/03/2025
 END-USER: P-ADN-M.S.D
 ABC: 243,804.73

MODE OF PROCUREMENT: SHOPPING
 RFQ NO: 2025-09-111
 DATE PREPARED: 09.03.2025
 CLOSING DATE: 09-08-2025
 CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources PENRO-ADN, Brgy. Tiniwisan, 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
PROCUREMENT OF OFFICE SUPPLIES							
1	ALCOHOL, Ethyl, 1 Gallon,branded	19	gal	357.09	6,784.71		
2	BALLPEN, Matrix, Oil Gel - 8, 0.5mm, Black, 50pcs/tube,good quality	7	tube	400.00	2,800.00		
3	BATTERY, dry cell, AA, 2 pieces per blister pack	16	pack	20.49	327.84		
4	BATTERY, dry cell, AAA, 2 pieces per blister pack	16	pack	18.34	293.44		
5	BROOM, soft (tambo)	16	piece	124.80	1,996.80		
6	BROOM, STICK (TING-TING), usable length: 760mm min	16	piece	26.00	416.00		
7	CALCULATOR, compact, 12 digits	1	piece	235.77	235.77		
8	Canon Board,Cream color, Legal	10	pack	75.00	750.00		
9	CANON BOARD for certificate subs., color: yellow, A4	6	pack	75.00	450.00		
10	CANON BOARD, for certificate subs. color: Blue, A4	6	pack	75.00	450.00		
11	CANON BOARD, for certificate subs.color: Green, A4	6	pack	75.00	450.00		
12	Canon Paper, long (assorted colors)	2	pack	60.00	120.00		
13	Canon Paper,A4 (assorted colors)	6	pack	55.00	330.00		
14	CARTOLINA, assorted colors	6	pack	83.72	502.32		
15	Certificate Frame -A4size	55	piece	100.00	5,500.00		
16	Certificate Holder -plastic A4 size	130	piece	50.00	6,500.00		
17	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	20	bottle	41.60	832.00		
18	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	7	box	9.36	65.52		

19	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	9	box	15.60	140.40		
20	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	7	box	60.32	422.24		
21	CORRECTION PEN, Rolling Ball metal tip	5	piece	130.00	650.00		
22	CORRECTION TAPE, film base type, UL 6m min	146	piece	13.50	1,971.00		
23	DATA FILE BOX, made of chipboard, with closed ends	5	piece	145.89	729.45		
24	DATA FOLDER, made of chipboard, taglia lock ,color Blue	272	piece	83.01	22,578.72		
25	Data Folder, Lever Arch File	50	piece	330.00	16,500.00		
26	DETERGENT BAR, 140 grams as packed	15	piece	9.34	140.10		
27	DETERGENT POWDER, all purpose, 1kg	25	pouch	54.08	1,352.00		
28	DISHWASHING SOAP, LIQUID, 500ml	42	bottle	150.00	6,300.00		
29	DISINFECTANT SPRAY, aerosol type, 400- 550 grams	19	can	139.89	2,657.91		
30	Disinfectant- bleaching solution; Liquid Antibacterial protection -1gal	6	gal	250.00	1,500.00		
31	Doormat	3	piece	100.00	300.00		
32	DUST PAN, non-rigid plastic, w/ detachable handle	10	piece	46.80	468.00		
33	VEHICLE AIR FRESHENER	4	piece	180.00	720.00		
34	FASTENER. metal	7	box	94.64	662.48		
35	Fastener, Plastic	10	box	50.00	500.00		
36	FASTENER, PLASTIC, 70mm X 8.5 INCH LONG	5	box	150.00	750.00		
37	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	9	box	952.64	8,573.76		
38	FOLDER, TAGBOARD, for legal size documents	54	pack	413.92	22,351.68		
39	GLUE, all purpose, gross weight: 200 grams min	19	bottle	62.14	1,180.66		
40	HAND SOAP, Liquid, 500ml	10	bottle	42.95	429.50		
41	INDEX CARD 4x6 inches	3	pack	40.00	120.00		
42	INDEX CARD 5x8 inches	3	pack	50.00	150.00		
43	Lumber crayon	2	box	200.00	400.00		
44	MARKER, FLUORESCENT, 3 assorted colors per set	2	set	31.11	62.22		
45	MARKER, PERMANENT, bullet type, black	5	piece	8.27	41.35		
46	MARKER, whiteboard, black, felt tip, bullet type	2	piece	9.65	19.30		
47	MARKER, whiteboard, blue, felt tip, bullet type	1	piece	9.65	9.65		
48	MOP BUCKET, heavy duty, hard plastic	2	piece	2,288.00	4,576.00		
49	Name Badge Holder, plastic, 100pcs/pack	100	pack	65.00	6,500.00		
50	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	6	pad	52.00	312.00		
51	Paper Parchment, 100 sheets per box (for certification)	1	pack	154.21	154.21		

52	PAPER, Multi-Purpose (COPY) A4, 70 gsm	200	ream	137.54	27,508.00		
53	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	175	ream	158.91	27,809.25		
54	Photo Paper, Inkjet Glossy 20s (long/021gsm)	4	pack	82.00	328.00		
55	Photo Paper, Inkjet Glossy 20s (A4/021gsm)	22	pack	79.00	1,738.00		
56	PUNCHER,paper heavy duty	2	piece	153.92	307.84		
57	PVC COVER, A4	4	box	750.00	3,000.00		
58	PVC COVER, LONG	4	box	850.00	3,400.00		
59	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	7	piece	91.70	641.90		
60	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	7	piece	124.56	871.92		
61	Ring Binder- 1"	5	piece	45.00	225.00		
62	Ring Binder- 1.5"	5	piece	50.00	250.00		
63	Ring Binder- 1/2"	2	piece	18.50	37.00		
64	Ring Binder- 1/4"	2	piece	10.00	20.00		
65	RING BINDER 12mm x 1.12m	2	piece	45.00	90.00		
66	Ring Binder- 2"	5	piece	40.00	200.00		
67	Ring Binder- 3/4"	5	piece	27.00	135.00		
68	SCISSORS- Big	10	piece	65.52	655.20		
69	SIGN PEN, BLACK, liquid/gel ink, 0.4mm needle tip	3	box	250.00	750.00		
70	SIGN PEN, BLACK, liquid/gel ink, 0.5mm ,black,needle tip	11	box	400.00	4,400.00		
71	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip	3	box	250.00	750.00		
72	SIGN PEN, REFILL .05,BLACK (MYGEL)	15	box	230.00	3,450.00		
73	SIGN PEN,REFILL .05,RED (MYGEL)	5	box	230.00	1,150.00		
74	SIGN PEN,REFILL .07,BLACK (MYGEL)	15	box	230.00	3,450.00		
75	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1	piece	39.92	39.92		
76	STAPLE WIRE, for heavy duty staplers, (23/13)	9	box	36.40	327.60		
77	STAPLE WIRE, STANDARD, (26/6)	77	box	23.76	1,829.52		
78	STAPLER-durable,metal big	2	unit	600.00	1,200.00		
79	STAPLER, STANDARD TYPE, load cap: 200 staples min	9	piece	197.60	1,778.40		
80	STENO NOTEBOOK	50	piece	14.04	702.00		
81	Sticker Paper,Legal,white,20's	3	Pack	100.00	300.00		
82	Sticker PaperA4l,green color	1	Pack	100.00	100.00		
83	TAPE, MASKING, width: 24mm (±1mm)	2	piece	55.68	111.36		
84	TAPE, MASKING, width: 48mm (±1mm)	4	piece	121.16	484.64		
85	TAPE, TRANSPARENT, width: 48mm (±1mm)	15	piece	22.57	338.55		

86	TISSUE, interfolded paper towel	13	Pack	33.80	439.40		
87	TOILET DEODORANT CAKE (Lemon,big)	21	piece	100.00	2,100.00		
88	TRASHBAG, plastic, black, L size	5	roll	59.28	296.40		
89	TRASHBAG, plastic, black, XL size	5	roll	92.56	462.80		
90	CARBON FILM, LONG, COLOR BLUE- Good quality	2	box	1,000.00	2,000.00		
91	STAPLER-Big heavy duty	3	pc	600.00	1,800.00		
92	STORAGE FILE BOX-blue	15	pc	420.00	6,300.00		
93	ENVELOP W/ STRING, plastic, vertical-blue	100	pc	20.00	2,000.00		
94	ENVELOP W/ STRING, plastic, vertical- yellow	100	pc	20.00	2,000.00		
95	ENVELOP W/ STRING, plastic, vertical-red	100	pc	20.00	2,000.00		
96	ENVELOP W/ STRING, plastic, vertical- green	100	pc	20.00	2,000.00		
97	ENVELOP W/ STRING, plastic, vertical- white	100	pc	20.00	2,000.00		
	Total						
	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-ADN, Brgy. Tiniwisan Butuan City.

The deadline for the submission of bid proposals will be on SEPTEMBER 08, 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 alteration, erasures or overwriting shall be valid only if they are initialed by the authorized representative of the Service
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