



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ENVIRONMENTAL MANAGEMENT BUREAU

Regional Office No. 02
No. 20 Pagayaya Road, Regional Government Center Carig
Sur, Tuguegarao City
Telefax (078) 304-1160/3960724

REQUEST FOR QUOTATION (RFQ)
PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES
RFQ NO.FAD-2020-09-P1101

1. The Department of Environment and Natural Resources – Environmental Management Bureau, Region 2 hereinafter referred to as the “Purchaser” now requests for submission of price quotations for the procurement of the aforesaid item described in the Technical Specifications.
2. The DENR-EMB R-2 intends to apply the sum **FOUR HUNDRED SIXTEEN THOUSAND FOUR HUNDRED PESOS (P416,400.00) ONLY** being the **Approved Budget for the Contract (ABC)**, to payment for the contract for the **PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES**. Bids received in excess of ABC shall be automatically rejected at bid opening.
3. A set of technical specifications are provided in Attachment 1. All items listed under the Purchaser’s Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation on a per item/lot basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
6. Quotations must be delivered at the address below not later than **5:00 p.m. of September 25, 2020.**

Environmental Management Bureau Regional Office No.2

No. 20 Pagayaya Road, Regional Government
Center Carig, Tuguegarao City, Cagayan

7. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. Quotation may be typewritten and may be placed in a sealed envelope marked “PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES.,” or you may send your bid/quotation through our e-mail (embr02.bac@gmail.com).

9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The delivery period shall be within sixty (30) calendar days from receipt of the Purchase Order (PO). The supplier should inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
11. Delivery Site:

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No. 20 Pagayaya Road, Regional Government
Center Carig, Tuguegarao City, Cagayan

12. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
13. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
14. The prospective bidder shall submit the following:
 - a) Quotation Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration

RUEL B. CUBERO

BAC Chairperson

Attachment 1**TECHNICAL SPECIFICATION**

Purchaser's Specifications	Bidder's Specifications
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	
BATTERY, dry cell, AAA, 1.5 volts, alkaline	
BROOM, SOFT (TAMBO), weight: 200g min tiger grass	
BROOM, STICK (TING-TING), usable length: 760mm min	
CALCULATOR, COMPACT, electronic, 12 digits cap	
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
CLEANSER, SCOURING POWDER	
CLIP, BACKFOLD, 19mm	
CLIP, BACKFOLD, 25mm	
CLIP, BACKFOLD, 32mm	
CLIP, BACKFOLD, 50mm	
CUTTER, KNIFE	
DATA FILE BOX, made of chipboard, with closed ends	
DATA FOLDER, made of chipboard, taglia lock	
DETERGENT POWDER, all purpose, 1kg/pouch	
DISINFECTANT AND BLEACHING SOLUTION	
DISINFECTANT SPRAY, aerosol type, 400-550 grams/can	
DUST PAN	
ERASER RUBBER FOR PENCIL	
ERASER FELT PAD	
FASTENER, METAL, 70mm between prongs	
FILE ORGANIZER, PLATIC, 12 POCKETS	
FILE TAB DIVIDER, A4 with different color	
FILE TAB DIVIDER, LEGAL with different color	
FOLDER w/ TAB A4	

FOLDER W/ TAB, LEGAL	
All purpose GLUE white liquid	
MARKER, PERMANENT, Fine, BLACK	
MARKER, PERMANENT, Broad, BLACK	
MARKER, PERMANENT, Fine, BLUE	
MARKER, PERMANENT, Broad, BLUE	
MARKER, PERMANENT, Fine, RED	
MARKER, PERMANENT, Broad, RED	
MINI PERMANENT MARKER, FINE POINT, Black	
MINI PERMANENT MARKER, FINE POINT, Blue	
MINI PERMANENT MARKER, FINE POINT, RED	
MOPHANDLE, HD, screw type, aluminum	
MOPHEAD, made of rayon, weight: 400 grams min	
NOTEPAD 3"X3"	
PAPER CLIP, vinyl/plastic coat, length: 32mm min	
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	
PAPER RULED PAD	
PENCIL, 12'S	
PENCIL, SHARPENER	
PUNCHER, paper, heavy duty, with two hole guide	
RAGS	
RUBBER BAND	
SCISSORS	
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip,	
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip,	
STAPLE WIRE, STANDARD, (26/6), In a box (5,000 wires/box)	
STAPLER, BINDER TYPE	
STAMP PAD, FELT, BED DIM/60MM X 100MM MIN.	

TAPE DISPENSER, TABLE TOP, for 24mm width tape	
TAPE, MASKING, width: 48mm (± 1 mm)	
TAPE, PACKAGING, width: 48mm (± 1 mm)	
TAPE, TRANSPARENT, width: 24mm (± 1 mm)	
TAPE, TRANSPARENT, width: 48mm (± 1 mm)	
Corkboard 18x24in with Aluminum frame rubberized	
Hard binding Expanding Folder green	
Sticker Photo Paper 10pcs/pack	
Whiteboard 18x24in with Aluminum frame	
wet wipes 30's/pack	
transparent zip lock 3 in x 4in (10 pcs/pack)	
Garbage Bag Black 2XL 10's/roll	
Garbage Bag Black L 10's/roll	
Garbage Bag Black Small 10's/roll	
Double sided tape 20mm	
Engineers Notebook	
Electrical Tape	
Storage Bag 50 L	
Electric Heating Hot Melt Glue Gun Sticks Trigger	
Glue Stick	
Laminating Film A4 250 microns	
Laminating Film Legal 250 microns	
Laminating Film A3 250 microns	
Pingpong ball	
R95 mask with active carbon chemical resistant particulate respirator hot press side strap active carbon	
Chemical Glove Shoulder Length Glove 40 Mil Super Long 60cm 24 Long Sleeve Gloves Latex Glove Rubber Glove Acid Resistant Glove Industrial Glove Chemical Gloves (Pair) PPE Safety Equipment Work Gloves Safety Gear Laboratory Glove washable	

Industrial gloves acid and chemical resistant 18inches heavy duty 45 cm washable	
Nirtile Golves powder free (50 pcs/box)	

REQUEST FOR QUOTATION FORM

Date: **September 22, 2020**
RFQ No.: **FAD-2020-09-P1101**

**Attention: FAD – PROPERTY AND GENERAL SERVICES SECTION
Environmental Management Bureau Regional Office No.2**

No. 20 Pagayaya Road, Regional Government
Center Carig, Tuguegarao City, Cagayan

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Unit	Unit Price	Total Price
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	300	bottle		
BATTERY, dry cell, AAA, 1.5 volts, alkaline	100	pack		
BROOM, SOFT (TAMBO), weight: 200g min tiger grass	12	piece		
BROOM, STICK (TING-TING), usable length: 760mm min	12	piece		
CALCULATOR, COMPACT, electronic, 12 digits cap	1	unit		
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	100	bottle		
CLEANSER, SCOURING POWDER	100	can		
CLIP, BACKFOLD, 19mm	200	BOX		
CLIP, BACKFOLD, 25mm	200	BOX		
CLIP, BACKFOLD, 32mm	200	BOX		
CLIP, BACKFOLD, 50mm	200	BOX		
CUTTER, KNIFE	30	piece		
DATA FILE BOX, made of chipboard, with closed ends	20	piece		
DATA FOLDER, made of chipboard, taglia lock	20	piece		
DETERGENT POWDER, all purpose, 1kg/pouch	100	pouch		
DISINFECTANT AND BLEACHING SOLUTION	100	gal		
DISINFECTANT SPRAY, aerosol type, 400-550 grams/can	150	can		
DUST PAN	12	piece		
ERASER RUBBER FOR PENCIL	30	piece		
ERASER FELT PAD	30	piece		

FASTENER, METAL, 70mm between prongs	70	box		
FILE ORGANIZER, PLATIC, 12 POCKETS	15	PIECE		
FILE TAB DIVIDER, A4 with different color	50	piece		
FILE TAB DIVIDER, LEGAL with different color	50	piece		
FOLDER w/ TAB A4	15	pack		
FOLDER W/ TAB, LEGAL	15	pack		
All purpose GLUE white liquid	20	jars		
MARKER, PERMANENT, Fine, BLACK	15	box		
MARKER, PERMANENT, Broad, BLACK	15	box		
MARKER, PERMANENT, Fine, BLUE	15	box		
MARKER, PERMANENT, Broad, BLUE	15	box		
MARKER, PERMANENT, Fine, RED	10	box		
MARKER, PERMANENT, Broad, RED	10	box		
MINI PERMANENT MARKER, FINE POINT, Black	5	box		
MINI PERMANENT MARKER, FINE POINT, Blue	5	box		
MINI PERMANENT MARKER, FINE POINT, RED	5	box		
MOPHANDLE, HD, screw type, aluminum	12	piece		
MOPHEAD, made of rayon, weight: 400 grams min	12	piece		
NOTEPAD 3"X3"	150	pad		
PAPER CLIP, vinyl/plastic coat, length: 32mm min	150	box		
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	500	ream		
PAPER RULED PAD	30	pad		
PENCIL, 12'S	40	box		
PENCIL, SHARPENER	30	PCS		
PUNCHER, paper, heavy duty, with two hole guide	40	piece		
RAGS	100	kilo		
RUBBER BAND	20	box		
SCISSORS	50	piece		
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip,	16	box		
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip,	13	box		
STAPLE WIRE, STANDARD, (26/6), In a box (5,000 wires/box)	300	box		
STAPLER, BINDER TYPE	2	unit		

STAMP PAD, FELT, BED DIM/60MM X 100MM MIN.	10	piece		
TAPE DISPENSER, TABLE TOP, for 24mm width tape	40	piece		
TAPE, MASKING, width: 48mm (±1mm)	50	roll		
TAPE, PACKAGING, width: 48mm (±1mm)	50	roll		
TAPE, TRANSPARENT, width: 24mm (±1mm)	50	roll		
TAPE, TRANSPARENT, width: 48mm (±1mm)	50	roll		
Corkboard 18x24in with Aluminum frame rubberized	10	pc		
Hard binding Expanding Folder green	500	pc		
Sticker Photo Paper 10pcs/pack	40	pack		
Whiteboard 18x24in with Aluminum frame	10	pc		
wet wipes 30's/pack	40	pack		
transparent zip lock 3 in x 4in (10 pcs/pack)	40	pack		
Garbage Bag Black 2XL 10's/roll	40	roll		
Garbage Bag Black L 10's/roll	20	roll		
Garbage Bag Black Small 10's/roll	20	roll		
Double sided tape 20mm	40	roll		
Engineers Notebook	50	pc		
Electrical Tape	50	roll		
Storage Bag 50 L	4	box		
Electric Heating Hot Melt Glue Gun Sticks Trigger	2	pc		
Glue Stick	5	stick		
Laminating Film A4 250 microns	5	ream		
Laminating Film Legal 250 microns	5	ream		
Laminating Film A3 250 microns	5	ream		
Pingpong ball	20	pc		
R95 mask with active carbon chemical resistant particulate respirator hot press side strap active carbon	60	pc		
Chemical Glove Shoulder Length Glove 40 Mil Super Long 60cm 24 Long Sleeve Gloves Latex Glove Rubber Glove Acid Resistant Glove Industrial Glove Chemical Gloves (Pair) PPE Safety Equipment Work Gloves Safety Gear Laboratory Glove washable	40	pair		

Industrial gloves acid and chemical resistant 18inches heavy duty 45 cm washable	40	pair		
Nirtile Golves powder free (50 pcs/box)	20	box		

2. We undertake, if our Quotation or bid is accepted, to deliver the above services within the sixty (60) days delivery period or earlier from receipt of Purchase Order (PO) or Job Order (JO).
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____

