



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 ICT SUPPLIES**  
**RFQ NO.FAD-2020-08-P1102**

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 **THREE HUNDRED EIGHTY FIVE THOUSAND PESOS (P385,000.00) ONLY** being the **Approved Budget for the Contract (ABC)**, to payment for the contract for the **PROCUREMENT AND DELIVERY OF ICT 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 ICT 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:

**Environmental Management Bureau Regional Office No.2**

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**

<b>Purchaser's Specifications</b>	<b>Bidder's Specifications</b>
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	
MOUSE with wire	
MOUSE, optical, USB connection type	
FLASH DRIVE, 64 GB OTG plug and play/	
Steel filling Cabinet vertical style with four drawers <b>with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
Steel Cabinet with four drawers (lateral design) with High quality cold-rolled, <b>it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
Steel Cabinet with Three drawers (lateral design) <b>with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
BINDING AND PUNCHING MACHINE, binding cap: 50mm	
<b>DIGITAL VOICE RECORDER</b> , memory: 4GB (expandable) Record in MP3/LPCM with a high-sensitivity S-Microphone Up to 4 GB of built-in storage, expandable via MicroSD (SDHC/SDXC) cards up to 32gb Focus and wide microphone modes to suit lectures or meetings with built in battery and charger Direct USB built-in for easy connection to PC FM radio to listen to or record radio broadcasts Built in stereo microphone and voice operated recording Three recording options: wide/stereo, narrow/focus and normal Quick charge; up to 5 hour recording time Easy to use user interface and recording level indicator Micro SD memory card slot, headphone jack & mic input. LCD backlight	
3 in 1 printer	
Power bank 30000 MAH	
625 KVA 3 universal outlet UPS	
<b>Excutive Office Chair</b> - Executive High Back Man made faux leather chair, tilt lock mechanism, 360° Swivel Function, pneumatic height adjustment, Chromed Steel 5 prong starbase with nylon casters (Black)	
Crimping Tool	

<p><b>PAPER SHREDDER</b>  Air Cool System, Overheat Protect Enabled, Quad Caster Mobility, Large 30L Bin Capacity, Infrared Sensors, Built in Safety Door Protection, Motor Overload Protection, Easy Auto Forward and Reverse Functions, Touch key Technology, Staple wire / Cd / ATM Card shred capable  <b>Power Supply:</b> AC 220V / 50hz  <b>Machine Dimensions:</b> 41.3 x 29.8 x 65.6cm  <b>Throat width:</b> 220mm  <b>Throat Capacity:</b> 21 sheets / 90gsm / A4  <b>Gross Weight:</b> 22.2kg  <b>Net Weight:</b> 20.2kg  <b>Accessories:</b> User manual  <b>Bin Volumes:</b> 30.0L  <b>Shred size:</b> 4.0 x 40mm  <b>Continuous ON/OFF Duty Time:</b> 60mins / 10mins  <b>Box Dimension:</b> 47.0 x 35.0 x 70.0cm</p>	
Micro SD card with adapter 32 gb for voice recorder	
Micro SD card with adapter 128 gb for camera	
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	
MOUSE with wire	
MOUSE, optical, USB connection type	
FLASH DRIVE, 64 GB OTG plug and play/	
Steel filling Cabinet vertical style with four drawers <b>with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
Steel Cabinet with four drawers (lateral design) with High quality cold-rolled, <b>it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
Steel Cabinet with Three drawers (lateral design) <b>with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time</b>	
BINDING AND PUNCHING MACHINE, binding cap: 50mm	

## REQUEST FOR QUOTATION FORM

Date: **September 22, 2020**

RFQ No.: **FAD-2020-08-P1102**

**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
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	5	unit		
MOUSE with wire	10	piece		
MOUSE, optical, USB connection type	20	piece		
FLASH DRIVE, 64 GB OTG plug and play/	10	piece		
Steel filling Cabinet vertical style with four drawers with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time	3	unit		
Steel Cabinet with four drawers (lateral design) with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time	6	unit		
Steel Cabinet with Three drawers (lateral design) with High quality cold-rolled, it can accommodate letter and legal size files, with 1 adjustable divider, with lock and 2 keys and it can open all drawers at the same time	6	unit		
BINDING AND PUNCHING MACHINE, binding cap: 50mm	1	unit		
<b>DIGITAL VOICE RECORDER</b> , memory: 4GB (expandable) Record in MP3/LPCM with a high-sensitivity S-Microphone Up to 4 GB of built-in storage, expandable via MicroSD (SDHC/SDXC) cards up to 32gb Focus and wide microphone modes to	2	unit		

suit lectures or meetings with built in battery and charger Direct USB built-in for easy connection to PC FM radio to listen to or record radio broadcasts Built in stereo microphone and voice operated recording Three recording options: wide/stereo, narrow/focus and normal Quick charge; up to 5 hour recording time Easy to use user interface and recording level indicator Micro SD memory card slot, headphone jack & mic input. LCD backlight				
3 in 1 printer	10	unit		
Power bank 30000 MAH	10	PCS		
625 KVA 3 universal outlet UPS	15	pad		
<b>Excutive Office Chair</b> - Executive High Back Man made faux leather chair, tilt lock mechanism, 360° Swivel Function, pneumatic height adjustment, Chromed Steel 5 prong starbase with nylon casters (Black)	5	box		
Crimping Tool	15	ream		
<b>PAPER SHREDDER</b> Air Cool System, Overheat Protect Enabled, Quad Caster Mobility, Large 30L Bin Capacity, Infrared Sensors, Built in Safety Door Protection, Motor Overload Protection, Easy Auto Forward and Reverse Functions, Touch key Technology, Staple wire / Cd / ATM Card shred capable <b>Power Supply:</b> AC 220V / 50hz <b>Machine Dimensions:</b> 41.3 x 29.8 x 65.6cm <b>Throat width:</b> 220mm <b>Throat Capacity:</b> 21 sheets / 90gsm / A4 <b>Gross Weight:</b> 22.2kg <b>Net Weight:</b> 20.2kg <b>Accessories:</b> User manual <b>Bin Volumes:</b> 30.0L <b>Shred size:</b> 4.0 x 40mm <b>Continuous ON/OFF Duty Time:</b> 60mins / 10mins <b>Box Dimension:</b> 47.0 x 35.0 x 70.0cm	1	unit		
Micro SD card with adapter 32 gb for voice recorder	2	pc		
Micro SD card with adapter 128 gb for camera	2	pc		

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** : \_\_\_\_\_





