



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 TABLES**  
**RFQ NO. EMED-2020-11-P1160**

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 **NINETY THOUSAND PESOS (P90,000.00) ONLY** being the **Approved Budget for the Contract (ABC)**, to payment for the contract for the **PROCUREMENT AND DELIVERY OF OFFICE TABLES**”. 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 November 27, 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 TABLES” 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>
<b>OFFICE TABLES</b> Dimension: L – 130cm w- 60 cm h- 75 cm	

## REQUEST FOR QUOTATION FORM

Date: **November 23, 2020**  
RFQ No.: **EMED-2020-11-P1160**

**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:

COMMODITY	Unit Of	Total	Unit	Total
(NOMENCLATURE & DESCRIPTION)	Measure	Quantity	Price	Amount
<b>OFFICE TABLES</b> Dimension: L – 130cm w- 60 cm h- 75 cm	pc	10		

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



