



## REQUEST FOR QUOTATION

RFQ No. and Date : GSU2021-05-115 / 05.05.2021  
PR No. and Date : GSU2021-04-191 / 04.29.2021

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit (GSU) under Finance and Administrative Division (FAD), will undertake a Shopping for the "Supply and Delivery of Janitorial Supplies" in accordance with Section 52.1.b of the Implementing Rules and Regulation of the Republic Act No. 9184.

**Name of Project** : "Supply and Delivery of Janitorial Supplies"  
**Approved Budget of the Contract** : Seventy Eight Thousand Nine Hundred Eighty Pesos Only (Php 78,980)  
**Specifications** : See the attached Annex "A" for specifications  
**Location** : DENR - Environmental Management Bureau XI, 3rd Avenue corner V. Guzman St. Brgy. 27-C, Sta. Ana, Davao City  
**Delivery Term** : Fifteen-Thirty (15-30) days upon receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGEPS Registration Number, Omnibus Sworn Statement, Bank Details and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest calculated responsive quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before **11<sup>th</sup> of May** at the Procurement Unit, 3rd corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City. Open submission may be submitted, manually or through email.

For inquiry, you may contact us at tel. no. (082) 234-0061 local 110 or email [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph) / [judyannravanesh@yahoo.com](mailto:judyannravanesh@yahoo.com)

Very truly yours,

  
**MARY CHRISTY A. SAJORGA**  
OIC, Chief Administrative Section

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Procurement Unit  
 DENR - Environmental Management Bureau XI  
 3rd Avenue corner V. Guzman St. Brgy. 27-C,  
 Sta. Ana, Davao City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	SPECIFICATIONS	QTY/ UNIT	UNIT PRICE	TOTAL PRICE
<b>Supply and Delivery of Janitorial Supplies</b>	Air Freshener, aerosol type spray mist, (355ml-500ml)	12 Cans		
	Air Freshener, can refill for Home Indoor Wall Mounted Automatic Adjustable, Fragrance Aerosol spray dispenser	10 Pcs		
	Alcohol, 70% solution, 1 Gal	40 Gals		
	Alcohol, 70% solution, 500ml	60 Bttls		
	Bleach, floral scent, 1 Gal	4 Bttls		
	Brooms, soft with dust pan	2 Sets		
	Detergent Powder, 1100kg	20 Pcks		
	Dishwashing Liquid, 30fl oz	10 Pcs		
	Dishwashing Paste, 400g Tub	10 Pcs		
	Garbage Bag, 10's large	9 Pcks		
	Garbage Bag, 10's medium	11 Pcks		
	Handsoap, liquid, 500ml	21 Bttls		
	Mosquito repelant spray, 100ml, water base	6 Cans		
	Rags, micro fiber cloth (20cm x 20cm)	10 Pcs		
	Tissue Paper, 2ply – 12pcs/pck	30 Pcks		
	Toilet Brush, long stem	7 Pcs		
*Inclusive of Delivery/Total (Inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative\_\_\_\_\_  
Name of Company

### TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just place check in the bidder's "Statement of Compliance".

ITEM	TECHNICAL SPECIFICATIONS	QTY/ UNIT	BIDDER'S OFFER	BIDDER'S STATEMENT OF COMPLIANCE
<b>Supply and Delivery of Janitorial Supplies</b>	Air Freshener, aerosol type spray mist, (355ml-500ml)	12 Cans		
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	Rags, micro fiber cloth (20cm x 20cm)	10 Pcs		
	Tissue Paper, 2ply – 12pcs/pck	30 Pcks		
	Toilet Brush, long stem	7 Pcs		

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date