



REQUEST FOR QUOTATION

RFQ No. and Date : GSU2021-08-215 / 08.10.2021
PR No. and Date : GSU2021-08-350 / 08.04.2021

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit (GSU) under the Finance and Administrative Division (FAD), will undertake a Shopping for the "Supply and Delivery of Office 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 Office Supplies"
Approved Budget of the Contract : One Hundred Thirteen Thousand Seven Hundred Fourteen Pesos Only (Php 113,714)
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, Bank Details, Omnibus Sworn Statement 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 **16th of August** 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 / 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
Supply and Delivery of Office Supplies	Arch File (portrait color blue)	10 Pcs		
	Ballpen, 0.5mm, Black	7 Pcs		
	Ballpen, 0.5mm, Blue	6 Pcs		
	Battery Dry Cell, AA (2pcs/pack)	34 Packs		
	Battery Dry Cell, AAA (2pcs/pack)	20 Packs		
	Bond Paper, A4, 70gsm substance 20	43 Reams		
	Bond Paper, A4, 80gsm substance 20	42 Reams		
	Bond Paper, Legal, 70gsm substance 20	43 Reams		
	Bond Paper, Legal, 80gsm substance 20	38 Reams		
	Bond Paper, F4 size, multicopy, for laser/ink jet printers	9 Reams		
	Bond Paper, colored (red or brown), f4 size, multicopy, for laser/inkjet printers, 80gsm, 500sheets/ream	3 Reams		
	Calculator Big, (LS-82Z Basic Solar Calculator)	2 Pcs		
	Scientific Calculator, with natural textbook display	3 Pcs		
	Certificate Holder, size approximately 9.50" x 12.50", made of cardboard	10 Pcs		
	Clip Board, vertical for f4 (long) size paper	10 Pcs		
	Expanded Envelope (Brown)	4 Pcs		
	Fastener, plastic, 70mm	2 Boxes		
	Fastener, for paper, metal, 50sets/box	5 Boxes		
	Field Notebook (hardbound, 100 pages, 80gsm)	10 Pcs		
	Folder, Brown, A4 (100pcs/box)	1 Box		
	Folder, Brown, Legal (100pcs/box)	1 Box		
	Glue, multipurpose, 200 grams	5 Bottles		
	Highlighter (assorted colors)	20 Pcs		
	Marker, Permanent, bullet type, Black	33 Pcs		
Marker, Permanent, bullet type, blue	27 Pcs			
Note Pad, sticky note, 3x3 inches	15 Pads			
Note Pad, sticky note, 3x4 inches	15 Pads			

Note Pad, sticky note, 2x3 inches	15 Pads		
Note Pad, sticky note, 2x2 inches	6 Pads		
Paper Clips, 32mm, 100pcs/box	10 Boxes		
Paper Clips, 50mm, 100pcs/box	10 Boxes		
Parchment Paper, short (8.5x11in)	20 Packs		
Record Book, 500 pages, size: 214mmx278mm	10 Books		
Ruler, Transparent, 12" length	5 Pcs		
Scissors, Heavy Duty	2 Pcs		
Sign Here Sticker	40 Pads		
Sign Pen, Blue, 0.3mm	11 Pcs		
Sign Pen, Black, 0.3mm	11 Pcs		
Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	100 Pcs		
Sign Pen, Black, liquid/gel ink, 0.7mm needle tip	62 Pcs		
Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	100 Pcs		
Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip	62 Pcs		
Staple Wire, Standard No. 35, 5000pcs	20 Boxes		
Stapler, heavy duty with staple remover	2 Pcs		
Tape, Correction, gear type, single line	50 Pcs		
Tape, Duct, width: 24mm (+1mm)	5 Rolls		
Tape, Duct, width: 48mm (+1mm)	5 Rolls		
Tape, Electricalt, width: 24mm (+1mm)	5 Rolls		
Tape, Masking, width: 24mm (+1mm)	28 Rolls		
Tape, Masking, width: 48mm (+1mm)	41 Rolls		
Tape, Transparent, width: 24mm (+1mm)	25 Rolls		
Tape, Transparent, width: 48mm (+1mm)	10 Rolls		
*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

Contact No.

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
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Tape, Transparent, width: 48mm (+1mm)	10 Rolls		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date