



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU XI
OFFICE OF THE REGIONAL DIRECTOR

3rd Avenue corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City
Telefax No. (082) 233-0809 / Tel Nos. (082) 234-0061, (082) 234-0166
Email address: embdavao@emb.gov.ph / website: r11.emb.gov.ph



REQUEST FOR QUOTATION

RFQ No. and Date : PEMU2021-03-056 / 03-10-2021
PR No. and Date : PEMU2021-03-107 /03-08-2021

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its Provincial Environmental Management Unit under the Office of the Regional Director (ORD), will undertake a Small Value Procurement for the Supply and Delivery of Clerical Office Desk and Clerical Office Chair in accordance with Section 53.9 of the Implementing Rules and Regulation of the Republic Act No. 9184.

Name of Project : "Supply and Delivery of Clerical Office Desk and Clerical Office Chair"
Approved Budget of the Contract : Twenty Seven Thousand Pesos Only
(₱ 27,000.00)
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 : 30 days

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGEPS Registration Number, Bank Details, Omnibus Sworn Statement above P50, 000.00, Tax Clearance and price quotation form 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 5 PM of March 15, 2021 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 @ embxiprocurement@emb.gov.ph / amabellecadorna@gmail.com.

For inquiry, you may contact us at tel. no. (082) 234-0061 local 110 or you may send inquiry through email.

Very truly yours,

MARLYN E. ABELLA
Chief, Administrative Section/ BAC Secretariat Head

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
CLERICAL OFFICE DESK	Dimension: W120 x D60 x H76cm Specifications: Table top with front drawer and 3 sides drawer MDF Laminated	3 pcs		
CLERICAL OFFICE CHAIR	Dimension: W62.5 x D62.5 x 98- 110cm Seat & Back Rest: Foam Covered with Fabric Adjustable Lift	3 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

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
CLERICAL OFFICE DESK	Dimension: W120 x D60 x H76cm Specifications: Table top with front drawer and 3 sides drawer MDF Laminated	3 pcs		
CLERICAL OFFICE CHAIR	Dimension: W62.5 x D62.5 x 98- 110cm Seat & Back Rest: Foam Covered with Fabric Adjustable Lift	3 pcs		

I hereby certify to comply with all the above Technical Specifications

Name of Company/Bidder

Signature over Printed Name of
Representative

Date