



## REQUEST FOR QUOTATION

RFQ No. and Date : GSU2021-05-111 / 05-03-2021  
PR No. and Date : GSU2021-04-157 / 04-26-2021

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit under Finance and Administrative Division, will undertake a Small Value Procurement for the Supply and Delivery of Field Notebook / Planner 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 Field Notebook / Planner"  
**Approved Budget of the Contract** : Ten Thousand Pesos Only  
(₱ 10,000.00)  
**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 May 6, 2021 at the Procurement Unit, 3<sup>rd</sup> corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City. Open submission may be submitted, manually or through email @ [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph) / [amabellecadorna@gmail.com](mailto: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,

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

## PRICE QUOTATION FORM

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

The Procurement Unit  
DENR – Environmental Management Bureau XI  
3<sup>rd</sup> 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>FIELD NOTEBOOK / PLANNER</b>	300 LEAVES, HARD BOUND, PLAIN WITH NO DATES	20 pc		
*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".

<b>ITEM</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>QTY/ UNIT</b>	<b>BIDDER'S OFFER</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<b>FIELD NOTEBOOK / PLANNER</b>	300 LEAVES, HARD BOUND, PLAIN WITH NO DATES	20 pc		

I hereby certify to comply with all the above Technical Specifications

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

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

\_\_\_\_\_  
Date