



REQUEST FOR QUOTATION

RFQ No. and Date : GSU2021-11-473 / 11.03.2021
PR No. and Date : GSU2021-10-498 / 10.28.2021

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit under the Finance and Administrative Division, 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 : Forty Seven Thousand Three Hundred Forty One and Eighty Three Centavos
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 and Price Quotation form (Annex "A") during submission of offer/quotation.

Contract shall be awarded to the lowest calculated responsive quotation submitted, and from which complied and/or have met the minimum description stated above, and with the other terms & conditions stated in the price quotation form.

The submission of quotation and eligibility documents will be on or before **9th of November** 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.

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.

For inquiry or for any other concerns, you may please contact us through Tel. No. (082) 234-0061, Mobile No. 09159400286, or via email embxiprocurement@emb.gov.ph / ravanesjudyann@gmail.com

Very truly yours,

MARY CHRISTY A. SAJORGA
OIC, 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	Battery Dry Cell, AA (2pcs/pack)	10 Pcks		
	Battery Dry Cell, AAA (2pcs/pack)	10 Pcks		
	Bond Paper, A4, 70gsm substance 20	30 Rms		
	Bond Paper, A4, 80gsm substance 20	49 Rms		
	Bond Paper, Colored S16, Legal, 70gsm substance 20	3 Rms		
	Bond Paper, Legal, 70gsm substance 20	30 Rms		
	Bond Paper, Legal, 80gms substance 20	46 Rms		
	Envelope, Expanded, Brown	4 Pcs		
	Fastener, plastic, 70mm	1 Box		
	Folder, Brown, Legal (100pcs/box)	1 Box		
	Glue, multipurpose, 200 grams	5 Pcs		
	Highlighter Pen	11 Pcs		
	Note Pad, sticky note, 3x3 inches	20 Pads		
	Note Pad, sticky note, 3x4 inches	9 Pads		
	Notepad, stick on 2x3, 100sheets/pad	12 Pads		
	Paper Clips, 32mm, 100pcs/box	1 Box		
	Paper Clips, 50mm, 100pcs/box	1 Box		
	Sign Here Sticker	8 Pads		
	Sign Pen, Blue 0.3	8 Pcs		
	Sign Pen, Black 0.3	8 Pcs		
	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	37 Pcs		
	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip	6 Pcs		
	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	37 Pcs		
	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip	6 Pcs		
	Staple Wire, Standard No. 35, 5000pcs	14 Bxs		
	Storage Box, 95L	1 Pc		
Tape, Correction, gear type, single line tape	37 Pcs			
Tape, Masking, width: 24mm (+1mm)	14 Rlls			
Tape, Masking, width: 48mm (+1mm)	10 Rlls			
*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
Supply and Delivery of Office Supplies	Battery Dry Cell, AA (2pcs/pack)	10 Pcks		
	Battery Dry Cell, AAA (2pcs/pack)	10 Pcks		
	Bond Paper, A4, 70gsm substance 20	30 Rms		
	Bond Paper, A4, 80gsm substance 20	49 Rms		
	Bond Paper, Colored S16, Legal, 70gsm substance 20	3 Rms		
	Bond Paper, Legal, 70gsm substance 20	30 Rms		
	Bond Paper, Legal, 80gms substance 20	46 Rms		
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	Storage Box, 95L	1 Pc		
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Tape, Masking, width: 24mm (+1mm)	14 Rlls			
Tape, Masking, width: 48mm (+1mm)	10 Rlls			

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date