



## REQUEST FOR QUOTATION

RFQ No. and Date : GSU2021-12-494 / 12.07.2021  
PR No. and Date : GSU2021-12-545 / 12.06.2021

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** : Fifty Six Thousand Nine Hundred Sixty Two Pesos Only (P56,962)  
**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 **10<sup>th</sup> of December** 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](mailto:embxiprocurement@emb.gov.ph) / [ravaneshjudyann@gmail.com](mailto:ravaneshjudyann@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:

<b>DESCRIPTION</b>	<b>SPECIFICATIONS</b>	<b>QTY/ UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>Supply and Delivery of Office Supplies</b>	Scissors, Heavy Duty	10 Pcs		
	Stapler with staple remover	3 Pcs		
	Stapler, Heavy Duty	3 Pcs		
	Puncher, Heavy Duty	3 Pcs		
	360 Spin Magic Mop Floor Cleaner with Bucket Set	5 Sets		
	Calculator (small and non-scientific)	3 Pcs		
	Green Expanded Envelop	50 Pcs		
	Carbon Paper	1 Pad		
	Correction Tape	20 Pcs		
	Highlighter, Assorted Colors	30 Pcs		
	Rubber band	2 Boxes		
	Battery AA	50 Packs		
	Battery AAA	50 Packs		
	Sign Pen, 0.3mm, Black	84 Pcs		
	Sign Pen, 0.3mm, Blue	84 Pcs		
	Sign Here Sticker	19 Pads		
<b>*Inclusive of Delivery/Total (Inclusive of VAT)</b>				

(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
<b>Supply and Delivery of Office Supplies</b>	Scissors, Heavy Duty	10 Pcs		
	Stapler with staple remover	3 Pcs		
	Stapler, Heavy Duty	3 Pcs		
	Puncher, Heavy Duty	3 Pcs		
	360 Spin Magic Mop Floor Cleaner with Bucket Set	5 Sets		
	Calculator (small and non-scientific)	3 Pcs		
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	Rubber band	2 Boxes		
	Battery AA	50 Packs		
	Battery AAA	50 Packs		
	Sign Pen, 0.3mm, Black	84 Pcs		
	Sign Pen, 0.3mm, Blue	84 Pcs		
Sign Here Sticker	19 Pads			

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

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

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

\_\_\_\_\_  
Date