



REQUEST FOR QUOTATION

RFQ No. & Date : GSU2022-01-006 / 01/18/2022

PR No. Date : GSU2022-01-012 / 01/12/2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Procurement Unit under the General Services Unit of FAD will undertake a Negotiated Procurement – Small Value Procurement for the Project “Procurement of Purified water consumption for Sta. Ana office for CY 2022”, in accordance with Sec. 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : “Procurement of Purified water consumption for Sta. Ana office for CY 2022”

Approved Budget of the Contract : Seventy-Eight Thousand Pesos only **(P78,000.00)**

Specifications : See the attached Specifications

Contract period : Immediately upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and updated **Mayor’s Permit, Latest Income/Business Tax Return, Omnibus Sworn Statement, PhilGEPS Registration Number, Priced Quotation form “A”, and other Requirements of Technical Specification Form** during submission of offer/quotation.


Contract shall be made 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 and conditions stated in the price quotation form.

The submission of quotation and eligibility documents will be on or before **5:00 PM of January 24, 2022** at the Procurement office, EMB XI, 3rd Avenue corner V. Guzman St. Sta Ana, Davao City.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his duly authorized representative/s.

For inquiry, or for any other concerns, you may please contact us through Tel. No. (082) 234-0061, Mobile No. 09254784475, or via email embxiprocurement@emb.gov.ph.

Very truly yours,


MARY CHRISTY A. SAJORGA
OIC, Chief Administrative Section

PRICE QUOTATION FORM

Date: January 18, 2022

The Procurement Office
Environmental Management Bureau –XI
3rd Avenue corner V. Guzman St.
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	Specification	Qty	Unit Price	Total Price
Procurement of Purified water consumption for Sta. Ana office for CY 2022		1 lot		

Technical Specifications

1. 100 gallon per month of 25 gallons per week (may increase or decrease the quantity upon advice from the Administrative Section).
2. Content: 5 gallons per container.
3. Shape and quality of bottle: Round and polycarbonate resin type (brand new).
4. Provision for closed delivery van/truck.
5. Manual monthly cleaning of hot and cold-water dispenser.
6. One (1) on-call technician to repair defective water dispenser with response time not more than four (4) hours from verbal or written notification. In the event that the defective water dispenser cannot be repaired on-site, the Supplier shall provide a temporary replacement unit. Water dispenser(s) beyond repair shall be replaced with new unit(s) within 24 hours.

Amount in words _____

The above quoted price is 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	Statement of Compliance (COMPLY or NOT COMPLY)
1	100 gallon per month of 25 gallons per week (may increase or decrease the quantity upon advice from the Administrative Section).	
2	Content: 5 gallons per container.	
3	Shape and quality of bottle: Round and polycarbonate resin type (brand new).	
4	Provision for closed delivery van/truck.	
5	Manual monthly cleaning of hot and cold-water dispenser.	
6	One (1) on-call technician to repair defective water dispenser with response time not more than four (4) hours from verbal or written notification. In the event that the defective water dispenser cannot be repaired on-site, the Supplier shall provide a temporary replacement unit. Water dispenser(s) beyond repair shall be replaced with new unit(s) within 24 hours.	

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

Name of supplier/Bidder

Signature over Printed Name of
Representative

Date