



REQUEST FOR QUOTATION

RFQ No. and Date : GSU2022-02-016 / 02.02.2022
PR No. and Date : GSU2022-01-029 / 01.26.2022

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit (GSU) under the Finance and Administrative Division (FAD), 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 Four Thousand Two Hundred Ninety Seven and Forty Centavos (P54,297.40)
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, Omnibus Sworn Statement, 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 **8th of February** 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 / ravaneshjudyann@gmail.com

Very truly yours,

ANTHONY CESAR C. TAUNAN
Chief, 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)	20 Pcks		
	Battery Dry Cell, AAA (2pcs/pck)	20 Pcks		
	Bond Paper, A4, 70gsm substance 20	20 Rms		
	Bond Paper, A4, 80gsm substance 20	20 Rms		
	Bond Paper, Colored S16 Pink, Legal, 70gsm substance 20	6 Rms		
	Bond Paper, Legal, 70gsm, substance 20	10 Rms		
	Bond Paper, Legal, 80gsm, substance 20	10 Rms		
	Envelope, Expanded, Brown	100 Pcs		
	Fastener, plastic, 70mm	10 Bxs		
	Folder, Brown, Legal (100pcs/box)	1 Box		
	Glue, multipurpose, 200 grams	1 Bttle		
	Highlighter Pen	20 Pcs		
	Note Pad, sticky note, 3x3 inches	20 Pds		
	Note Pad, sticky note, 3x4 inches	20 Pds		
	Notepad, stick on 2x3, 100shts/pad	30 Pds		
	Paper Clips, 32mm, 100pcs/box	5 Bxs		
	Paper Clips, 50mm, 100pcs/box	5 Bxs		
	Photo Paper, Matte	10 Pcks		
	Puncher, Heavy Duty	3 Pcs		
	Sign Here Sticker	30 Pds		
	Sign Pen, Blue, 0.3	20 Pcs		
	Sign Pen, Black, 0.3	20 Pcs		
	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	20 Pcs		
	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip	30 Pcs		
Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	20 Pcs			
Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	30 Pcs			
Stapler, Heavy Duty with remover	5 Pcs			

Sticker Paper, non-glossy, for inventory tag (100sheets)	20 Pcks		
Tape, Correction, gear type, single line	10 Pcs		
Tape, Masking, width: 24mm (+1mm)	14 Rolls		
Tape, Masking, width: 48mm (+1mm)	20 Rolls		
Rubber Band, Heavy Duty (Thick)	3 Bxs		
*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".

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date