



## REQUEST FOR QUOTATION

RFQ No. and Date : GSU2022-02-017 / 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 Small Value Procurement for the "Supply and Delivery of Maintenance Box and Inks" 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 Maintenance Box and Inks"  
**Approved Budget of the Contract** : Eighty Two Thousand Eight Hundred Pesos Only (P82,800)  
**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 **8<sup>th</sup> 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](mailto:embxiprocurement@emb.gov.ph) / [ravaneshjudyann@gmail.com](mailto: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
<b>Supply and Delivery of Maintenance Box and Inks</b>	Lexmark MX310dn Black High Yield Toner Cartridge	3 Pcs		
	Lexmark MX310dn 500ZA Black Imaging Unit	2 Pcs		
	EPSON Black Ink, Pack High Capacity for WF - C869R	1 Pc		
	Maintenance Box, EPSON for WF-C869R	1 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".

ITEM	TECHNICAL SPECIFICATIONS	QTY/ UNIT	BIDDER'S OFFER	BIDDER'S STATEMENT OF COMPLIANCE
<b>Supply and Delivery of Maintenance Box and Inks</b>	Lexmark MX310dn Black High Yield Toner Cartridge	3 Pcs		
	Lexmark MX310dn 500ZA Black Imaging Unit	2 Pcs		
	EPSON Black Ink, Pack High Capacity for WF – C869R	1 Pc		
	Maintenance Box, EPSON for WF-C869R	1 Pc		

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

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

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

\_\_\_\_\_  
Date