



## REQUEST FOR QUOTATION

RFQ No. and Date : PEMU-DDO2022-02-022 / 02-08-2022  
PR No. and Date : PEMU-DDO2022-02-039 / 02-03-2022

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its Provincial Environmental Monitoring Unit under Office of the Regional Director (ORD) will undertake a Small Value Procurement for the "Supply and Delivery of Office Tables" 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 Office Tables"  
**Approved Budget of the Contract** : **Thirty Thousand Pesos Only**  
(Php. 30, 000.00)  
**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** : Thirty (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 **11th 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. 09226522164, or via email [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph) / [amabellecadorna@gmail.com](mailto:amabellecadorna@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:

<b>DESCRIPTION</b>	<b>SPECIFICATIONS</b>	<b>QTY/ UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>OFFICE TABLES</b>	<ul style="list-style-type: none"> <li>- Executive Table</li> <li>- Table top with front and side drawers (left and right drawers)</li> <li>- Dimensions: 120cm x 60cm x 75cm</li> <li>- Wood material</li> </ul>	3 pcs		
*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	Bidder’s Offer	Statement of Compliance
<b>OFFICE TABLES</b>	<ul style="list-style-type: none"> <li>- Executive Table</li> <li>- Table top with front and side drawers (left and right drawers)</li> <li>- Dimensions: 120cm x 60cm x 75cm</li> <li>- Wood material</li> </ul>		

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

\_\_\_\_\_  
Name of supplier/Bidder

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

\_\_\_\_\_  
Date