



REQUEST FOR QUOTATION

RFQ No. and Date : GSU2022-09-213 / 09.19.2022
PR No. and Date : GSU2022-09-326 / 09.15.2022

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit (GSU) under Finance and Administrative Division (FAD), will undertake a Small Value Procurement for the "Supply and Delivery of Hardbound Folders" 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 Hardbound Folders"
Approved Budget of the Contract : Twenty Five Thousand Pesos Only (P25,000)
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 **5th of October** 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