



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
National Capital Region
National Ecology Center Compound, East Ave., Diliman, Quezon City
Tel. Nos.: 9311331
Email : emb.bacsec.ncr@gmail.com

**REQUEST FOR QUOTATION (RFQ)
PROCUREMENT OF INK
RFQ No.169 -2020**

1. The Department of Environment and Natural Resources – Environmental Management Bureau – National Capital Region (DENR-EMB-NCR) hereinafter referred to as the “Purchaser” now requests for submission of price quotations for the procurement of the aforesaid items described in the Technical Specifications.
2. The DENR-EMB-NCR intends to apply the sum of **THREE HUNDRED THIRTY NINE THOUSAND EIGHTY SIX PESOS AND FIFTY SIX CENTAVOS ONLY (PHP 339,086.56)** being the **PROCUREMENT FOR INK RFQ No. 169- 2020**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. A set of technical specifications are provided in Attachment 1. All items listed under the Purchaser’s Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
4. Small value procurement/Shopping procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the bid/quotation on a per item basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
6. Quotations must be delivered at the address below not later than of 05:00 p.m. of **NOVEMBER 13, 2020**.

Department of Environment and Natural Resources
Environmental Management Bureau
National Capital Region
National Ecology Center Compound, East Avenue,
Diliman, Quezon City

7. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. Bid/quotation may be typewritten and may be placed in a sealed envelope marked the **PROCUREMENT FOR INK RFQ No. 169-2020** or you may send your bid-quotation through fax (02-9313134) or e-mail (emb.bacsec.ncr@gmail.com).
9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.

10. The delivery period shall be within fifteen (15) calendar days from receipt of the Purchase Order (P.O) and/or Job Order (J.O). The supplier should inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

11. Delivery Sites: see delivery sites enumerated in the Quotation Form

Department of Environment and Natural Resources
Environmental Management Bureau
National Capital Region
National Ecology Center Compound, East Avenue,
Diliman, Quezon City

12. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.

13. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.

14. The prospective bidder shall submit the following:
 - a) Quotation Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration
 - d) SEC Registration/DTI Certificate and/or Business Permit

(SGD) JEAN C. BORROMEO
BAC, Chairman

TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Bidder's Specifications
<p>PROCUREMENT FOR INK</p> <p>CF510A HP 204,Black</p> <p>CF511A HP 204,Cyan</p> <p>CF512A HP 204,Yellow</p> <p>CF513A HP 204,Magenta</p> <p>HP DESKJET GT 5810 INK BOTTLE GT52,Yellow</p> <p>HP DESKJET GT 5810 INK BOTTLE GT52,Magenta</p> <p>HP DESKJET GT 5810 INK BOTTLE GT52,Cyan</p> <p>HP DESKJET GT 5810 INK BOTTLE GT51,Black</p> <p>HP 79A</p> <p>HP (285AC) Black</p> <p>RFQ No. 169-2020</p>	<p>21 cart</p> <p>11 cart</p> <p>11 cart</p> <p>11 cart</p> <p>32 cart</p> <p>32 cart</p> <p>32 cart</p> <p>30 cart</p> <p>33 cart</p> <p>2 cart</p>

Along with your Quotation Please submit the FF:

1. Philgeps Certificate
2. DTI/ SEC
3. Mayor's Permit

QUOTATION FORM

Date: _____
RFQ No. _____

Attention: FAD-Procurement and Property Management Unit

Department of Environment and Natural Resources
Environmental Management Bureau-National Capital Region
National Ecology Center Compound
East Avenue, Diliman, Quezon City

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Delive ry Site	Unit Price (PhP)	Total Price (PhP)
PROCUREMENT FOR INK				
CF510A HP 204,Black	21 cart			
CF511A HP 204,Cyan	11 cart			
CF512A HP 204,Yellow	11 cart			
CF513A HP 204,Magenta	11 cart			
HP DESKJET GT 5810 INK BOTTLE GT52,Yellow	32 cart			
HP DESKJET GT 5810 INK BOTTLE GT52,Magenta	32 cart			
HP DESKJET GT 5810 INK BOTTLE GT52,Cyan	32 cart			
HP DESKJET GT 5810 INK BOTTLE GT51,Black	30 cart			
HP 79A	33 cart			
HP (285AC) Black	2 cart			
RFQ No. 169-2020				

- 2) We undertake, if our Quotation or bid is accepted, to deliver the above goods within the fifteen (15)-day delivery period from receipt Purchase Order (P.O) or Job Order (J.O).
- 3) We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- 4) understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____

Account Name and Branch : _____

Preferably **Landbank Account**. In case of other banks, Charges may apply