



**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF ONE (1) LOT PROFICIENCY TEST (PT) SAMPLES  
 UNDER EMB-ERLSD-ELSS  
 RFQ NO. EMB-RFQ-SHOPPING-ERLSD-2022-002**

1. The *Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)* 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/Scope of Works/Terms of Reference.

<b>Item/Description</b>	<b>Quantity/ UOM</b>	<b>Total Price</b>
Supply and Delivery of Proficiency Test (PT) Samples consisting of the following parameters:  16 bottles of Wastewater PT for Color, similar to ERA WP 882 or equivalent  17 vials of Wastewater PT for BOD, COD, and TOC; similar to ERA WP 578 or equivalent  16 bottles of Wastewater PT for Dissolved Oxygen, 500ml per bottle; similar to ERA WP 212 or equivalent  17 vials of Wastewater PT for Solids concentrate; similar to ERA WP 4030 or equivalent  16 bottles of Wastewater PT for pH; similar to ERA WP 577 or equivalent  <b>Notes:</b>  *PT samples will be <i>dispatched to 16 EMB Regional Offices</i> ; shipping fees are included.  *Instructions/Protocols and Safety Data Sheets must be provided upon delivery.  *Items should be delivered within <u>60 calendar days</u>	<b>1 Lot</b>	<b>PHP984,718.90</b>

2. A set of technical requirements is provided in Attachment/s. Item/s listed under the *Purchaser’s Technical Specifications/Terms of Reference* must be complied with on a pass-fail basis. *Failure to meet any one of the requirements may result in the rejection of the quotation.* The Approved Budget for this contract is Ph984,718.90.
3. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/quotation on a per item or lot basis, and an award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below on or before APRIL 21, 2022, at 01:00 p.m.

**EMB, AFMD-BAC SECRETARIAT**  
 Department of Environment and Natural Resources  
 Environmental Management Bureau  
 1<sup>st</sup> Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),  
 DENR Compound, Visayas Avenue, Diliman, Quezon City

6. 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 costs to the delivery site/s if the contract is awarded.
7. Bid/quotation submission may be typewritten and must be placed in a sealed envelope marked as **SUPPLY AND DELIVERY OF PROFICIENCY TEST (PT) SAMPLES (RFO NO. EMB-RFO-SHOPPING-ERLSD-2022-002)**. Sealed bids must be **hard copy** forwarded to the above-cited address. Submission must be on or before the indicated date and time. **Late bids and proposals above the ABC shall be automatically disqualified.**
8. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
9. The delivery period shall be within **sixty (60) calendar days from receipt of the Notice to Proceed.** The supplier must inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. Delivery Sites:

<b>EMB Laboratory</b>	<b>Address</b>	<b>PT Samples for delivery</b>
EMB REL 1	DENR Bldg., Government Center, Sevilla, City of San Fernando, La Union, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 2	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 3	Masinop Cor. Matalino St., Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 4A	DENR Building, Covelandia Road, Brgy Congbalay-Legaspi, Kawit, Cavite, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 4B	PENRO Compound, Brgy Suqui, Calapan City, Oriental Mindoro, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 5	DENR EMB 5, Regional Center Site, Rawis, Legazpi City, Albay, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 6	EMB Bldg., DENR Compound, Parola, Iloilo City, Iloilo, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 7	DENR Building Greenplains Subdivision, Banilad, Mandaue City, Cebu, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 8	DENR Compound, Jones St., Brgy. 2, Tacloban City, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 9	DENR EMB Region IX Laboratory, Lantawan, Pasonanca, Zamboanga City, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 10	DENR Compound, Macabalan, Cagayan de Oro City, Misamis Oriental, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 11	3rd Avenue corner V. Guzman Street, Brgy. 27-C (Sta. Ana), Davao City, Davao, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 12	DENR EMB Region XII Laboratory, Regional Center, Carpenter Hill, Koronadal City, South Cotabato, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL 13	EMB-Region XIII Office, Purok 05, Brgy. Ambago, Butuan City, Agusan del Norte, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL CAR	DENR Comp. Gibraltar, Baguio City, Benguet, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB REL NCR	EMB-NCR National Ecology Center Compound, East Avenue, Diliman, Quezon City, Metro Manila, Philippines	Color, Demand, Dissolved Oxygen, Solids, pH
EMB CO Laboratory	DENR Compound, Visayas Avenue, Diliman, Quezon City, Metro Manila, Philippines	Demand, Solids

11. 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 the 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.
12. 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.

13. Participating service provider/s must abide by the existing health, safety, environment, quality and other related laws and procedures as prescribed by the Philippine Government.
14. The prospective bidder shall submit the following: (Please refer to item no. 2 for reference)
  - a) Quotation Form with Technical Specifications;
  - b) Mayor's/Business Permit;
  - c) PhilGEPS Registration number/Proof of PhilGEPS Registration;
  - d) Tax Clearance or Annual Income Tax Return;
  - e) Omnibus Sworn Statement – original & notarized (*required for P50,000 and above ABCs*)
15. Omnibus Sworn Statement- must be submitted on or before issuance of Contract of Agreement.



**ENGR. ESPERANZA A. SAJUL**  
BAC, Chairperson



Republic of the Philippines Department of Environment and Natural Resources  <b>TECHNICAL SPECIFICATIONS</b>		
Item No. 1	<b>SUPPLY AND DELIVERY OF PROFICIENCY TEST (PT) SAMPLES</b>	Quantity : <b>1 LOT</b>
Country of Origin:		Brand/Model:
All items listed under the purchasers' specifications must have complied on a pass-fail basis. Failure to meet any one of the requirements may result in rejection.		
	<b>Purchaser's Specifications</b>	<b>Bidder's Specifications</b>
1 LOT	16 bottles of Wastewater PT for Color, similar to ERA WP 882 or equivalent  17 vials of Wastewater PT for BOD, COD, and TOC; similar to ERA WP 578 or equivalent  16 bottles of Wastewater PT for Dissolved Oxygen, 500ml per bottle; similar to ERA WP 212 or equivalent  17 vials of Wastewater PT for Solids concentrate; similar to ERA WP 4030 or equivalent  16 bottles of Wastewater PT for pH; similar to ERA WP 577 or equivalent  <b>Notes:</b>  *PT samples will be <u>dispatched to 16 EMB Regional Offices</u> ; shipping fees are included.  *Instructions/Protocols and Safety Data Sheets must be provided upon delivery.  *Items should be delivered within <u>60 calendar days</u>	

**Name of company** : \_\_\_\_\_

**Postal address** : \_\_\_\_\_

**Email address** : \_\_\_\_\_

**Telephone & Fax No.** : \_\_\_\_\_

**Signature over printed name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

## **OTHER REQUIREMENTS**

### **1. Quotation Submission Requirements**

- Supplier must submit a duly accomplished and signed Price Quotation, and Supplier's line by line Technical Specifications compliance;
- Supplier must accomplish/fill all required pages to facilitate documentation;
- Supplier must be PhilGEPS registered;
- Business Permit/License Permit;
- Tax Clearance or Annual Income Tax Return; and
- Failure to follow the above requirements may result in outright rejection of submitted quotation/s.

### **2. Evaluation and Awarding of Quotation**

- The Purchaser will evaluate and compare the offers, which have been determined as responsive pursuant to the completeness of the purchaser requirements
- Compliance to the technical specifications
- Awards shall be made to the lowest evaluated and responsive quotation.
- Submission of requirements containing false information or falsified documents that contain false information or concealment of such information in order to influence the outcome of eligibility screening or any other stage of the procurement process may result in Blacklisting Guidelines as provided in the IRR of RA 9184.

### **3. Terms of Payment**

- 100% of the contract price will be paid upon verification/inspection and acceptance of the services in compliance to existing government auditing and accounting procedures.

## QUOTATION FORM

Date: \_\_\_\_\_  
RFQ No. : \_\_\_\_\_

**Attention: AFMD-BAC Secretariat**  
Environmental Management Bureau  
G/Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),  
DENR Compound, Visayas 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:

NO.	Description	Delivery Site	Quantity/UOM	Unit Price	Total Price
1	<p><b>Supply and Delivery of Proficiency Test (PT) Samples consisting of the following parameters:</b></p> <p>16 bottles of Wastewater PT for Color, similar to ERA WP 882 or equivalent</p> <p>17 vials of Wastewater PT for BOD, COD, and TOC; similar to ERA WP 578 or equivalent</p> <p>16 bottles of Wastewater PT for Dissolved Oxygen, 500ml per bottle; similar to ERA WP 212 or equivalent</p> <p>17 vials of Wastewater PT for Solids concentrate; similar to ERA WP 4030 or equivalent</p> <p>16 bottles of Wastewater PT for pH; similar to ERA WP 577 or equivalent</p> <p><b>Notes:</b></p> <p>*PT samples will be <u>dispatched to 16 EMB Regional Offices</u>; shipping fees are included.</p> <p>*Instructions/Protocols and Safety Data Sheets must be provided upon delivery.</p> <p>*Items should be delivered within <u>60 calendar days</u></p>	Dispatched to 16 EMB Regional Offices	1 LOT		

- 1) We undertake, if our Quotation or bid is accepted, to deliver the above goods within the sixty (60) calendar days delivery period from receipt of Noticer to Proceed (NTP).
- 2) We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- 3) We 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.** : \_\_\_\_\_

**Signature over printed name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*