



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0151-2024-05-0259-0706-0095
Purchase Request No.:	01-0151-2024-05-0259

REQUEST FOR QUOTATION

Title of Procurement/End-user	: (re-posting) PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES UNDER PCECP CY2024
Approved Budget for the Contract	: PHP 160,970.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: THIRTY (30) DAYS UPON RECEIPT OF PURCHASE ORDER (P.O.)
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **10 July 2024, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Self-Adhesive Velcro Tape, Black, 25mm Specification: <ul style="list-style-type: none">• Hook and Loop• Self-Adhesive• 100% Nylon Velcro Tape• Color: Black• Width: approx. 25mm• Length: approx. 1meter	8	104.00	832.00
2.	Self-Adhesive Velcro Tape, White, 25mm Specification: <ul style="list-style-type: none">• Hook and Loop• Self-Adhesive• 100% Nylon Velcro Tape• Color: White• Width: approx. 50mm• Length: approx. 1meter	8	104.00	832.00
3.	Self-Adhesive Velcro Tape, Black, 50mm Specification: <ul style="list-style-type: none">• Hook and Loop	8	158.00	1,264.00

	<ul style="list-style-type: none"> • Self-Adhesive • 100% Nylon Velcro Tape • Color: Black • Width: approx. 50mm • Length: approx. 1meter 			
4.	<p>Self-Adhesive Velcro Tape, 50mm Specification:</p> <ul style="list-style-type: none"> • Hook and Loop • Self-Adhesive • 100% Nylon Velcro Tape • Color: White • Width: approx. 50mm • Length: approx. 1meter 	8	158.00	1,264.00
5.	<p>Plastic Storage Box, 50-L (15 pcs) Specification:</p> <ul style="list-style-type: none"> • Material: Plastic • Dimension: approx. 55.5cm (L) x 39.0 cm (W) x 34.5 cm (H) • Volume: 50 liters • Color: White • Stackable 	10	600.00	6,000.00
6.	<p>Electrical Extension Cord, 4 sockets (10 pcs) Specification:</p> <ul style="list-style-type: none"> • 4 sockets • Cord Length: at least 1.80 meters • With built in safety breaker • Individual switches • Universal socket • Fire resistant material 	5	1500.00	7,500.00
7.	<p>Electrical Extension Cord, 6 sockets (10 pcs) Specification:</p> <ul style="list-style-type: none"> • 6 sockets • Cord Length: at least 1.80 meters • With built in safety breaker • Individual switches • Universal socket • Fire resistant material 	5	1700.00	8,500.00
8.	<p>Universal Electrical Extension Wheel, 15m (1 pc) Specification:</p> <ul style="list-style-type: none"> • Maximum load: at least 2,500 W • Cord Length: at least 15 meters • With overheating protection button • Power leakage/surge protector safety breaker • Rapid flame retardant 	1	2600.00	2,600.00
9.	<p>Universal Plug Adaptor (30 pcs) Specification:</p> <ul style="list-style-type: none"> • Universal Socket Adapter 	20	120.00	2,400.00

	<ul style="list-style-type: none"> • 10A 250V 			
10.	Business Card Holder, 600 cards (5 pcs) Specification: <ul style="list-style-type: none"> • Storage Capacity: 600 cards (minimum) • With card dividers from A to Z • Size: approx. 210 mm (L) x 108 mm (W) x 67 mm (H) 	7	850.00	5,950.00
11.	Corkboard Wooden Frame, 2ft x 3ft (5 pcs) Specification: <ul style="list-style-type: none"> • Frame Material: Wood • Size: approx. 2 x 3 feet 	3	1050.00	3,150.00
12.	Sign Here Flags, 50 flags per tab (100 packs) Specification: <ul style="list-style-type: none"> • With Sign Here Messaging, Yellow, approx. 1in. wide • Size: approx. 25 mm x 43 mm • Packaging: at least 50 index / dispenser • Sticks securely and removes cleanly 	12	180.00	2,160.00
13.	Sticker Flags, 5 colors, 100 flags per pack (40 packs) Specification: <ul style="list-style-type: none"> • Size: approx. 11 x 43 mm • Color: 5 colors • Packaging size: at least 100 flags per pack 	10	55.00	550.00
14.	Paper, Multicopy, A4, 80gsm (180 reams) Specifications (or equivalent): <ul style="list-style-type: none"> • Size: A4 • approx.80gsm • Sheet Count: 500 sheets per ream • Intended application: For laser print, standard office copier, etc. • Paper shall be at least Elemental Chloring Free (ECF) 	180	450.00	81,000.00
15.	Plastic Expanding Envelope w/ Handle and Push Lock, Legal (30 pcs) Specification: <ul style="list-style-type: none"> • With easy-grip handle • Push Lock mechanism for easy handling • Size: Legal • Color: Blue, Green, Violet, Red, & Yellow 	10	100.00	1,000.00
16.	Clipboard, A4 (20 pcs) Specification: <ul style="list-style-type: none"> • Material: Acrylic Plastic • Size: A4 • Metal Clip with Plastic Guards 	20	60.00	1,200.00

	<ul style="list-style-type: none"> • Colors: Whie / Grey / Green / Yellow / Blue 			
17.	Desk Organizer, 4 layers (25 pcs) Specification: <ul style="list-style-type: none"> • 4-in-1 desk organizer • Material: Metal • Color: Black 	5	650.00	3,250.00
18.	Letter Tray, 4 layers (25 pcs) Specification: <ul style="list-style-type: none"> • 4 Layers • Material: Metal • Color: Black 	5	650.00	3,250.00
19.	Acrylic Table Name Plate (40 pcs) Specification: <ul style="list-style-type: none"> • Material: 100% Acrylic • Orientation: Landscape • Side loading design allows display material to be easily inserted and removed • Angled, slant back design provides stability and optimal view of signage • Display on desks, tables, counters or any flat surface • Product Dimension: approx. 260 mm x 78 mm 	25	330.00	8,250.00
20.	Duct Tape, 48mm (w) x 25m (l) (12 pcs) Specification: <ul style="list-style-type: none"> • All-purpose • Size: approx. 48mm x 25 m • Color: Black / Grey 	3	240.00	720.00
21.	Calling Card Paper (2 packs) Specification: <ul style="list-style-type: none"> • Size: A4 • Grammage: at least 250 gsm • Packaging Size: 50 pcs per pack • Surface: Matte • Color: White 	15	160.00	2,400.00
22.	Whiteboard, 4ft x 8ft (1 pc) Specification: <ul style="list-style-type: none"> • Size: approx. 4ft x 8 ft • Aluminum Frame • With wall mounting hook at the back and plywood backing • Dry-erase 	1	6200.00	6,200.00
23.	Wood Paper Cutter, A3 (2 pcs) Specification: <ul style="list-style-type: none"> • Size: A3 • Base: Wood • With paper guide • With securable sliding paper size marker 	1	1600.00	1,600.00

	<ul style="list-style-type: none"> • Easy adjustment for cutting 			
24.	<p>L-Type Plastic Folder, A4, assorted colors, 12 pcs per pack (20 packs) Specification:</p> <ul style="list-style-type: none"> • Size: A4 • Color: Assorted • Packaging: at least 12 pcs per pack 	4	82.00	328.00
25.	<p>PENCIL, Lead/Graphite, With Eraser Specification:</p> <ul style="list-style-type: none"> • Wood cased • Hardness: HB or 2 • Lead/ Graphite Diameter: approx. 2mm • Ferrule: Non-corrosive material which crimps the eraser securely to the casing • The eraser shall not be abrasive and shall provide clean erasures • Wood casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like; and shall permit easy sharpening • Packaging: One (1) dozen per box 	10	140.00	1,400.00
26.	<p>CLIP, backfold, 19mm Specification:</p> <ul style="list-style-type: none"> • All metal • Clamping Length: approx. 19mm • Clamping Depth (min.): 10mm • Thickness of Metal (min.): 0.20mm • Diameter of Clip Handles (min.): 1.0mm • Binding Capacity: at least 5.5mm • Packaging: 12 pieces per box 	20	20.00	400.00
27.	<p>CLIP, backfold, 25mm Specification:</p> <ul style="list-style-type: none"> • All metal • Clamping Length: approx. 25mm • Clamping Depth (min.): 13mm • Thickness of Metal (min.): 0.22mm • Diameter of Clip Handles (min.): 1.20mm • Binding Capacity: at least 9.5mm • Packaging: 12 pieces per box 	20	28.00	560.00
28.	<p>CLIP, backfold, 32mm Specification:</p> <ul style="list-style-type: none"> • All metal • Clamping Length: approx. 32mm • Clamping Depth (min.): 14mm • Thickness of Metal (min.): 0.30mm • Diameter of Clip Handles (min.): 1.45mm • Binding Capacity: at least 12mm 	20	40.00	800.00

	<ul style="list-style-type: none"> • Packaging: 12 pieces per box 			
29.	CLIP, backfold, 50mm Specification: <ul style="list-style-type: none"> • All metal • Clamping Length: approx. 50mm • Clamping Depth (min.): 25mm • Thickness of Metal (min.): 0.33mm • Diameter of Clip Handles (min.): 1.85mm • Binding Capacity: at least 19mm • Packaging: 12 pieces per box 	20	90.00	1,800.00
30.	ERASER, Plastic/ Rubber Specification: <ul style="list-style-type: none"> • Material: Plastic/ Rubber • Shape: Rectangular • Volume: approx. 8,350 cubic mm. • For erasing wood-cased and mechanical pencil impressions 	5	22.00	110.00
31.	TAPE, masking, 24mm Specification: <ul style="list-style-type: none"> • Width (± 1mm): 24mm • Length (min.): 50 meters • Thickness (max.): 0.25mm 	4	50.00	200.00
32.	TAPE, masking, 48mm Specification: <ul style="list-style-type: none"> • Width (± 1mm): 48mm • Length (min.): 50 meters • Thickness (max.): 0.25mm 	4	100.00	400.00
33.	TAPE, transparent, 24mm Specification: <ul style="list-style-type: none"> • Width (± 1mm): 24mm • Length (min.): 50 meters • Thickness (max.): 0.040mm 	20	25.00	500.00
34.	TAPE, transparent, 48mm Specification: <ul style="list-style-type: none"> • Width (± 1mm): 24mm • Length (min.): 50 meters • Thickness (max.): 0.040mm 	4	50.00	200.00
35.	NOTE PAD, Stick On, 3"x3" Specification: <ul style="list-style-type: none"> • Size: approx. 76 mm (L) x 76 mm (W) • One Hundred (100) sheets per pad • Adhesive width orientation shall be on either side • Color: Yellow 	30	80.00	2,400.00

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission

2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return **(For ABCs above 500k)**
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Other Terms & Conditions:

1. Bid is on a per lot basis.
2. Bidder must conform with the end-user's specification
3. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials and components, and fluctuations of foreign exchange rates and excise duties.
4. Supplier should warrant that all items are of the first quality and in accordance with specifications and shall be free from defects. If any of the items are found to be defective, a replacement is necessary within three (3) weeks period upon delivery.
5. Payment will be processed within 30 days from completion of the full delivery on all items and issuance of certificate of acceptance from the end user.
6. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main Building of the DOE.
8. Items with above ABC shall not be accepted.
9. Delivery terms: 30 days upon receipt of Purchase Order.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
 Company Name :
 Procurement Title :
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
 Delivery Location : Department of Energy Main Office, BGC Taguig City
 Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
 - c) Income / Business Tax Return
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.

5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]