

**DEPARTMENT OF ENERGY**

(Kagawaran ng Enerhiya)

Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-05-0151-2024-05-0298-0625-0086
Purchase Request No.:	05-0151-2024-05-0298

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF OFFICE EQUIPMENT UNDER THE NATIONAL ENERGY EFFICIENCY AND CONSERVATION PROGRAM (NEECP)
Approved Budget for the Contract	: PhP 505,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 90 Calendar 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 **28 June 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Lot#	Description/ Specification:	Quantity	Unit Price	Total ABC
1	Soundproofing Equipment (Set) Control Column Quantity: 24 units Thickness: At least 2 inches Edge: Beveled Size: Approx. 12" x 48" Scatter Blocks Quantity: 48 units Thickness: At least 1 inch Edge: Beveled Size: Approx. 12" x 12" Broadband Panel Quantity: 8 units Thickness: At least 2 inches Edge: Beveled Size: Approx. 24" x 48" Material: Rockwool internal material Paint Color: Stinger Green (#008453) or other similar color that may be used as a green screen Accessories: All necessary mounting hardware Curtains (one for 4 curtains together and one curtain separate) Panels (for mounting on drywall/concrete)	1	110,000.00	110,000.00

	Professional Studio Sound-absorbing Curtain Quantity: 5 units Dimensions: Approx. 1.275 x 2.4 meters Features: 6-layer acoustic material construction consisting of the following: <ul style="list-style-type: none"> • 1 layer of Acoustic Fabric Pleats • 2 layers of Acoustic Fabric • 2 layers of Noise Absorption Material • 1 layer of Soundblocking Material Accessories: All necessary mounting hardware	5	20,000.00	100,000.00
LOT 1 TOTAL				210,000.00
2	Professional Studio Lights SSI@3200K: At least 81 @3200K and 71 @5600K CRI/TLCl: At least 96/98 Average Color Temp.: 2700-6500K Lumens: At least 5500@3200K and 6500@5600K Beam Angle: At least 120° Flood At least 10° Spot Features: 0-100% dimming Digital Multiplex (DMX) controllable Fan Cooling System Battery powered operation capable Accessories: Power Adapter with mount plate Handgrip with retractable feet and stand mount Bowens-Mount Adapter 45° Mini-reflector Protective Cap Carrying Bag Compatible symmetrical softbox with the following specifications: <ul style="list-style-type: none"> • At least 90cm diameter with Hexadecagon Shape • With removable front diffuser • Bowens-style mount and speed ring Compatible asymmetrical softbox with the following specifications: <ul style="list-style-type: none"> • At least 18" x43"with Rectangular Shape • With removable front diffuser and grid attachment compatible • Bowens-style mount and speed ring Compatible C-stand with the following specifications: <ul style="list-style-type: none"> • With 5/8" receiver, 2.5" grip-head, and 40" extension arm Necessary Cables for operation	2	50,000.00	100,000.00
	Professional Studio Green Screen Dimensions: At least 2.4m x 6m or larger Material: Muslin Cloth or other material used for Chroma Key screens Features: Collapsible 4-panel aluminum framework Accessories: Built-in case	1	15,000.00	15,000.00

<p>Professional Studio Microphone with Mounting Arm</p> <p>Studio Shotgun Microphone Polar Pattern: Supercardioid Hz Response: 20hz – 20kHz Output: XLR Features: Dedicated controls for high-pass filter, high-frequency boost and, -10dB pad Directional pickup with clean sound Power input through P48 phantom power or rechargeable internal battery</p> <p>Accessories: USB-A to MicroUSB Cable RM5 Windshield ZP1</p> <p>Boompole Length: At least 3m reach Features: Ultra-lightweight carbon fibre construction Easy-to-use lock/release mechanism Ergonomic grip for maximum comfort</p> <p>Accessories: Boompole Clips <ul style="list-style-type: none"> • With the following features: <ul style="list-style-type: none"> – Built-in XLR cable channels </p> <p>Audio Interface Inputs: At least 2x Instrument Inputs At least 2x Line Inputs At least 2x Analogue (XLR) Inputs Outputs: At least 1x Headphone Output Features: At least 2x Preamps with at least 48V of phantom power USB power and USB interface for connecting with computers</p> <p>Accessories: 2x XLR Female to XLR Male Cables 2x 3.5mm jack to 1/4" adapter</p> <p>C-Stand with 5/8 receiver Stand: C-stand Size: At least 2.5 grip head At least 40" extension arm Features: The stand features a locking mechanism that allows the legs to swing out and lock into place for easy setup and collapses flat for storage</p> <p>XLR Female to XLR Male Audio Cable Length: At least 10m Quality: Heavy duty audio cable</p>	2	90,000.00	180,000.00
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LOT 2 TOTAL	295,000.00
GRAND TOTAL	505,000.00

Terms and Conditions:

- A. The price quoted must be firm and irrevocable and not subject to any changes whatsoever even due to the cost of raw material components and fluctuations in foreign exchange rates and excise duties.
- B. If the product is obsolete or phased-out, the supplier will provide the next best product at no extra-cost to the end-user,
- C. Bidder must replace defective items within a week after return.
- D. One Hundred Percent (100%) of the contract price will be processed in Thirty (30) days upon the Satisfactory completion/acceptance by DOE.
- E. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties, and taxes, etc.) attendant to the delivery of the items at DOE.
- F. All items must have at least 1 year warranty from the supplier.
- G. Delivery Terms : Ninety (90) days upon the Bidder's receipt of the Notice to Proceed.

H. Bidder must conduct an operational demonstration of the item as part of the end-user acceptance.

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. If the product is obsolete or phased-out, the supplier will provide the next best product at no extra-cost to the end-user.
8. Prices quoted should be firm and irrevocable and not subject to any change whatsoever, even due to an increase in cost of raw materials components and fluctuations in foreign change rates and excise duties.
9. Suppliers should warrant that all items are of the first quality and in accordance to specifications and shall be free from defects. If any of the items is found defective, replacement is necessary within a three (3) week period upon delivery.
10. 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.

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
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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]