



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

RFQ No.	RFQ-01-0101-2024-06-0332-0722-0105
Purchase Request No.:	01-0101-2024-06-0332

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONDUCT OF PHILIPPINE ENERGY PLAN PUBLIC CONSULTATION / MEETINGS / IECS ON AND OTHER ASSOCIATED ACTIVITIES (CY 2024) OF PLANNING DIVISION
Approved Budget for the Contract	: PhP450,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: Sixty (60) 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 **25 July 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	USB with Bamboo Housing and Casing	300	540.00	162,000.00
2.	Jute Bag	400	295.00	118,000.00
3.	Insulated Egg Shape Mug with Handle	400	350.00	140,000.00
4.	Luggage Bag/Suitcase (Big)	3	10,000.00	30,000.00
				450,000.00

General Conditions:

- Quotation shall be valid for sixty (60) days from submission
- 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)**
- The following documents shall be attached/included in the submission of proposal/quotation:
 - Mayor's / Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income /Business Tax Return **(For ABCs above 500k)**
 - Omnibus sworn Statement (Annex C)
- 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.
- The Supplier shall clearly state the company name and account name for payment.
- The price quoted is inclusive of all taxes and other charges.
- 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.

TERMS OF REFERENCE				
Item Description/ Specification	Reference Sample	QTY	Unit Cost	Total Cost
<p>USB with Bamboo Housing and Casing</p> <ul style="list-style-type: none"> • Storage Capacity: 128 GB • Hardware Interface: USB 3.0 • USB housing / casing <ul style="list-style-type: none"> ○ Bamboo wood material ○ With embedded magnets at openings to secure closure ○ U-shaped body and cap for USB ○ USB Size: L 60 * W 29 * H 9 mm ○ Casing size: L 80 * W 54 * H 20 mm, with slot to accommodate USB • With laser engraving: <ul style="list-style-type: none"> ○ USB Housing: DOE and <i>Bagong Pilipinas</i> (logo) ○ Casing: DOE (logo) and <i>Bagong Pilipinas</i> logo and Energy Policy and Planning Bureau text (font: Eras Demi ITC) ○ Logo size: appropriate/suitable size (balanced according to allowable space) • Packaging: <ul style="list-style-type: none"> ○ Individually packed in plain white cardboard box ○ Packed by 50's in a carton box 		300		
<p>Jute Bag</p> <ul style="list-style-type: none"> • Color: Natural brown • Material: tightly woven jute, with interior lining, black cotton-webbed handle (total length – 19 inches), black loop and button closure • Good quality and clean finish. Stitching should be straight, even, and consistent throughout the seam edges. Thread to be used should be strong enough to withstand wear and tear, no loose threads or broken stitches. • With printing of DOE and <i>Bagong Pilipinas</i> logo (1.5 X 1.5 inches) and Department of Energy (black text, font: Eras Demi ITC) at the lower right side • Sizes: <ul style="list-style-type: none"> ○ S: 25L*25H*18W cm (200 pcs) ○ M: 32*25*15 cm (200 pcs) • Packaging: <ul style="list-style-type: none"> ○ Individually packed in plastic; packed by 50's in a box 		400		

<p>Insulated Egg Shape Mug with Handle</p> <ul style="list-style-type: none"> • Material: <ul style="list-style-type: none"> ○ Cup: Premium 304 food-grade stainless steel inside, rust-proof, odorless, lead-free; advanced double-wall vacuum insulation technology that can keep the temperature of hot and cold beverages for at least 3-4 hours ○ Lid: Food-grade white silicone, BPA-free, guaranteed high durability; snap on, spill resistant thumb-slide with silicone rubber gasket ○ Should be dishwasher safe and has No Sweat Design to ensure outer wall remains dry (<i>subject to actual demonstration</i>) ○ Powder coating should not fade, peel, or crack. • Capacity: 16 oz (473 ml) • With laser printing of DOE and <i>Bagong Pilipinas</i> logo (3/4 x 3/4 inch) • Color: <ul style="list-style-type: none"> ○ Black – 120 pcs. ○ Navy blue – 140 pcs ○ Dark gray – 140 pcs • Packaging: <ul style="list-style-type: none"> ○ Individually packed in cardboard box ○ Packed by 50's in a carton box 	 	400		
<p>Field Material:</p> <p>Large Travelling Luggage – 30 inches (For carrying of documents/IEC materials/ other supplies and miscellaneous Items during the conduct of PD activities)</p> <ul style="list-style-type: none"> • Large size: 30" • Durable, lightweight and impact resistant • 4-wheel spinners for maximum maneuverability • Durable top and side carry handles • Multiple-stage self-locking retractable aluminum handle system • Spacious main compartment with full interior lining and straps to secure load for easy packing 		3	10,000	
<p>Total Amount</p>				

Terms and Conditions:

1. Bids should be on a per item basis.
2. Prices quoted shall be firm and irrevocable and shall not be subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuation in foreign exchange rates and excise duties.
3. Winning bidder should submit sample for approval and the approved sample/prototype will be retained by the end-user until delivery for comparison.
4. Supplier should warrant that all items are of first quality and in accordance with specifications and shall be free from defects. If any of the item is found defective within three (3) months after

acceptance, the item should be replaced by the supplier within two (2) weeks upon notification of such.

5. Delivery terms: Sixty (60) days after the supplier's receipt of the Purchase Order (P.O.).

Particulars / Actions	Responsibility	Timeline (No. of Days)	Remarks
1) Issuance/Receipt of P.O.	PMD/Vendor	1	
2) Preparation of mock samples	Vendor	7	Within 7 days upon receipt of P.O.
3) Submission of mock sample/s	Vendor	1	For luggage, bidder should specify the brand being offered
4) Approval of mock sample/s	PD	3	Inclusive of day/s allowance for revision, if any
5) Approval of mock sample before mass production	PD	2	
6) Mass production and packing	Vendor	45	
7) Delivery to DOE	Vendor	1	
		60	

6. Payment will be released within thirty (30) days upon completion of the delivery of all items and acceptance of DOE Supply and Property Section (SPS) and issuance of certificate of acceptance from the end user.
7. Bid price must cover all cost such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at DOE-SPS/General Services Division.

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 Authorized 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]