



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

RFQ No.	RFQ-01-0101-2024-05-0243-0614-0075
Purchase Request No.:	01-0101-2024-05-0243

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF COLLATERALS TO ASSIST THE IMPLEMENTATION AND CONDUCT OF PROGRAMS, ACTIVITIES & PROJECTS OF THE POLICY FORMULATION AND RESEARCH DIVISION (PFRD)
Approved Budget for the Contract	: PhP 980,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: Forty-five (45) days after the supplier’s receipt of the Purchase Order (PO)
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 **18 June 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	TFER Dri-fit Polo Shirt <ul style="list-style-type: none"> • Feature: Premium Quality Dri-fit Polo Shirt; Fold-over collar with 2-button placket • Material: 100% Polyester Fabric, smooth, soft, stretchable, and comfortable • Style: Casual • Size: Asian Standard Sizing • Color: two colors based on design • Unisex • Personalized Feature: with DOE and Bagong Pilipinas embroidered logo on the chest and Task Force on Energy Resiliency logo on the back (Digital print of promotional texts to be provided by the end-user) • Price must be inclusive of digital print • End-user preference upon the submission of the samples • Other features: 	300	PHP 330.00	PHP 99,000.00

	<ul style="list-style-type: none"> ○ Logo Execution: Digital Embroidery ○ Safe for machine wash ○ Individually wrapped in plastic 			
2.	<p>TFER Jacket</p> <ul style="list-style-type: none"> ● Feature: Waterproof, Quick dry, thermal, anti-sweat, windbreaker, and breathable jacket ● Material: 100% Polyester Fabric ● Style: Casual, Fold-over collar with 2-button placket ● Size: Asian Standard Sizing ● Color: one color based on design ● Personalized Feature: with DOE and Bagong Pilipinas embroidered logo on the chest and Task Force on Energy Resiliency logo on the back (<i>Digital print of promotional texts to be provided by the end-user</i>) ● Price must be inclusive of digital print ● End-user preference upon the submission of the samples ● Other features: <ul style="list-style-type: none"> ○ Multiple pocket design with zippers ○ Adjustable drawstring design hat ○ Logo Execution: Digital Embroidery ○ Individually wrapped in plastic 	300	PHP 1,020.00	PHP 306,000.00
3.	<p>Certificate Holder</p> <ul style="list-style-type: none"> ● Size: 8.27" x 11.69" fits A4 Size Paper ● Orientation: Portrait ● Material: PVC ● Filing type: Bifold or with a flap to prevent the certificate from falling off. ● Pattern: Plain ● Color: Blue ● Personalized Feature: with imprinted DOE and Bagong Pilipinas logo and QR code on the front page 	300	PHP 140.00	PHP 42,000.00
4.	<p>4-in-1 USB Flash Drive</p> <ul style="list-style-type: none"> ● 4-in-1 OTG USB Flash Drive ● Storage Capacity: 64GB ● Compatibility: USB, IOS, Micro, and Type-C ● Material: Metal ● Color: Silver ● High-speed transmission and performance ● With keychain and user manual ● General compatibility: <ul style="list-style-type: none"> ○ File: doc, ppt, xls, xlsx, pdf, html, txt ○ Photo: gif, jpg, png, jpeg ○ Video: avi, flv, m4v, mkv, mov, mp4, rmvb ○ Music: m4a, aiff, caf, mp3, wav ● Personalized Feature: with DOE and Bagong Pilipinas logo laser printed in a full color 	200	PHP 690.00	PHP 138,000.00
5.	Umbrella	200	PHP	PHP

	<ul style="list-style-type: none"> • Pocket-size umbrella • Wind resistant, waterproof, and with UV protection • Foldable Size: 8.5cm • Open Size: 44cm • Color: two colors • Material: Pongee Fabric • With Velcro strap and umbrella case/pouch • Personalized Feature: Digital printed DOE and Bagong Pilipinas logo and QR code • Price must be inclusive of digital print 		270.00	54,000.00
6.	Power Bank <ul style="list-style-type: none"> • Fast charging power bank with two (2) built-in cables and pouch • Capacity: 10,000 MAH • Slim and light • Built-in cables: Type C and Lightning-fast charging cable • Outputs: Micro USB and Lightning • Lithium polymer battery • Scratch proof • With a smart screen digital display • Color: Black • Specs of the power bank and voltage capacities are shown in the power bank. • With safety instructions shown at the bottom of the power bank • Personalized Feature: with DOE and Bagong Pilipinas logo and QR code laser printed in a full color 	200	PHP 670.00	PHP 134,000.00
7.	5-in-1 Fast Multi Charging Cable <ul style="list-style-type: none"> • 5-in-1 fast charging data cable • Material: Aluminum Alloy/Nylon • Two Input Interface: USB and Type-C Charging • Three Output Interface: Type-C, Iphone, Micro USB • Charging: 3A high current, 100W • Length: at least one 1-meter cable • Other features: <ul style="list-style-type: none"> ○ Compatible with Apple and Android for data transmission ○ With indicator light to easily identify the charging state ○ With Low temperature and anti-heat feature for safe charging ○ Flexible, hard-wearing, and break-resistant cables ○ Packaged in a box or pouch with DOE and Bagong Pilipinas logo and QR code 	200	PHP 200.00	PHP 44,000.00
8.	Laptop Stand <ul style="list-style-type: none"> • Aluminum Alloy Laptop Stand with pouch and/or box with DOE and Bagong Pilipinas 	200	PHP 270.00	PHP 54,000.00

	logo and QR code Adjustable folding laptop holder <ul style="list-style-type: none"> • Compatibility: 11 – 15-inch laptop • With a non-slip design and multi-angle adjustment 			
9.	Canvas Tote Bags <ul style="list-style-type: none"> • Canvas tote bags with zipper • Size: 13w x 15h inches • Material: Canvass • Color: White • Personalized Feature: Digital printed DOE and Bagong Pilipinas logo and QR Code • End-user preference upon the submission of the samples • Price must be inclusive of digital print • Other features: <ul style="list-style-type: none"> ○ Individually wrapped in plastic 	328	PHP 200.00	PHP 65,600.00
10.	Token for Resource Persons/Speakers (Foreign) <i>*Must be inclusive of Packed in a Bamboo Woven Box</i> Philippine Jeepney Souvenir <ul style="list-style-type: none"> • Size: 5 inches height • Material: Metal • Color: Yellow • Personalized Feature: Digital printed DOE logo and Bagong Pilipinas Logo • End-user preference upon the submission of the samples • Price must be inclusive of digital print Phone Stand <ul style="list-style-type: none"> • Size: W 4 x L 5 inches • Material: Glass • Color: Powdered Blue • Personalized Feature: Digital printed DOE logo, Bagong Pilipinas Logo and Philippine Jeepney • End-user preference upon the submission of the samples Stainless Bamboo Tumbler <ul style="list-style-type: none"> • Size: L 8 x W 8 x H 23 cm • Material: Bamboo and stainless steel • Color: Brown • Personalized Feature: Digital printed DOE and Bagong Pilipinas logo • End-user preference upon the submission of the samples Traveling Tag <ul style="list-style-type: none"> • Material: Leather • Color: Yellow • Personalized Feature: Digital printed DOE logo, Bagong Pilipinas Logo and Philippine Jeepney • End-user preference upon the submission of the samples 	10	PHP 1,520.00	PHP 15,200.00

11.	<p>Token for Resource Persons/Speakers (Local)</p> <p><i>Packed in Bamboo Woven Box</i></p> <p>Phone Stand</p> <ul style="list-style-type: none"> • Size: W 4 x L 5 inches • Material: Glass • Color: Powered Blue • Personalized Feature: Digital printed DOE logo, Bagong Pilipinas Logo and Philippine Jeepney • End-user preference upon the submission of the samples <p>Stainless Bamboo Tumbler</p> <ul style="list-style-type: none"> • Size: L 8 x W 8 x H 23 cm • Material: Bamboo and stainless steel • Color: Brown • Personalized Feature: Digital printed DOE and Bagong Pilipinas logo • End-user preference upon the submission of the samples <p>Utensils</p> <ul style="list-style-type: none"> • Material: Bamboo Handle and Stainless-Steel Cutlery Wooden Spoon, Fork and Knife Set • Color: Gold • End-user preference upon the submission of the samples • Other Feature: Wrapped in utensil storage (canvas material) with digital printed DOE and Bagong Pilipinas logo 	15	PHP 1,880.00	PHP 28,200.00
12.	<p>Terms and Conditions:</p> <ol style="list-style-type: none"> 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 an increase in the cost of raw materials components and fluctuations in foreign change rates and excise duties. 3. The winning bidder should submit a 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 items are found defective within three (3) months after the acceptance, the item should be replaced by the supplier within two (2) weeks upon notification of such. 5. Payment will be processed within thirty (30) days from acceptance of the DOE Supply and Property Management Division (DOE-SPMD) and upon completion of the delivery of all items and 			

	<p>issuance of a certificate of acceptance from the end user.</p> <p>6. The bid price must cover all costs such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at the Supply and Properly Management Division (SPMD), the main building of DOE.</p> <p>7. Delivery terms should be within forty-five (45) days after the supplier's receipt of the Purchase Order (PO)/ Notice to Proceed (NTP).</p>			
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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.

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
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 - 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]