



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

RFQ No.	RFQ-02-101-2022-101-08-0270/09-0287-0916-0140
Purchase Request No.:	02-101-2022-101-08-0270/09-0287

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Conceptualization, layout, printing, supply, and delivery of Promotional Pull-up banner with stand and Promotional Brochures for EUMB: a. Promotional Pull up Banner: 65 Sets b. Promotional Brochures: 16,500 Pieces
Mode of Procurement	: Services Small Value Procurement
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Within Sixty (60) calendar days upon receipt of Purchase Order
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: 100% of Contract Price 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.

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 **19 September 2022 5:00 PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications												
Lot No.	Description	Quantity	Unit Price (Php)	Total ABC (Php)								
1.	Conceptualization, layout, printing, supply, and delivery of Promotional Pull-up banner: For PR No. 02-101-2022-101-08-0270 (AFETD) : 15 Sets For PR No. 02-101-2022-101-09-0287 (EPRED): 50 Sets Specifications: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2"><i>Pull-up banner with stand</i></th> </tr> <tr> <td style="width: 30%;">Banner Material</td> <td> <ul style="list-style-type: none"> PVC Tarpaulin Minimum of 13oz Retractable (Roll-up mechanism) </td> </tr> <tr> <td>Banner Stand:</td> <td> <ul style="list-style-type: none"> Aluminum Base Frame Foldable Aluminum Base Frame Stand </td> </tr> <tr> <td>Printing Technology:</td> <td> <ul style="list-style-type: none"> Solvent Ink Full-Color water and fade resistant (Outdoor Print) </td> </tr> </table>	<i>Pull-up banner with stand</i>		Banner Material	<ul style="list-style-type: none"> PVC Tarpaulin Minimum of 13oz Retractable (Roll-up mechanism) 	Banner Stand:	<ul style="list-style-type: none"> Aluminum Base Frame Foldable Aluminum Base Frame Stand 	Printing Technology:	<ul style="list-style-type: none"> Solvent Ink Full-Color water and fade resistant (Outdoor Print) 	65 Sets	2,000.00	130,000.00
<i>Pull-up banner with stand</i>												
Banner Material	<ul style="list-style-type: none"> PVC Tarpaulin Minimum of 13oz Retractable (Roll-up mechanism) 											
Banner Stand:	<ul style="list-style-type: none"> Aluminum Base Frame Foldable Aluminum Base Frame Stand 											
Printing Technology:	<ul style="list-style-type: none"> Solvent Ink Full-Color water and fade resistant (Outdoor Print) 											

Artwork:	<ul style="list-style-type: none"> • Banner design and illustration: to be conceptualized by the supplier. • DOE Logo, AFETD & EPRED Logo, and other promotional text and graphics and other details will be provided. 			
Size:	2.75 ft X 6.5 ft (85 cm X 200 cm)			
Packaging:	Per item should be individually bag			
Packing Size:	The whole quantity should be boxed in 5 groups of 10			
<i>Proofing and Pre-production sample</i>				
<p>Proofing:</p> <p>Draft of layout and design should be submitted for review and correction within five (5) days after receipt of Purchase Order.</p> <p>Progressive proofing should be done within two (2) days for minor correction and three (3) days for a major correction.</p> <p>Pre-production:</p> <p>The Supplier should submit three (3) sample pre-production print before proceeding with the full production printing</p>				

2.	Item No.	AFETP Infographic brochure – Layout 1		8,250 pcs	10.00	165,000.00			
	Material:	<ul style="list-style-type: none"> • Card Stock / 300 GSM • Plastic lamination • Glossy Finish 							
	Color:	<ul style="list-style-type: none"> • Two (2) sided Print • Full Color 							
	Artwork:	<ul style="list-style-type: none"> • Brochure Design and Illustration: to be conceptualized by the supplier. • DOE Logo, AFETD Logo, layout, and Text content and other details (Will be provided by the end-user) 							
	Size:	DL paper size							
	Packaging:	50 pcs. in plastic wrap packed in a box of 5s							
	Quantity:	8,250 pcs.							
	Proofing and Pre-production sample								
	Proofing: Draft of layout and design should be submitted for review and correction within five (5) working days after receipt of Purchase Order. Progressive proofing should be done within two (2) days for a minor correction and three (3) working days for a major correction. Pre-production: The supplier should submit three (3) sample pre-production print before proceeding with the full production printing.								
	2	AFETP Infographic brochure – Layout 2					8,250.00	10.00	
		Material:	<ul style="list-style-type: none"> • Card Stock / 300 GSM • Plastic lamination • Glossy Finish 						
		Color:	<ul style="list-style-type: none"> • Two (2) sided Print • Full Color 						
		Artwork:	<ul style="list-style-type: none"> • Brochure Design and Illustration: to be conceptualized by the supplier. • DOE Logo, AFETD Logo, layout, and Text content and other details (Will be provided by the end-user) 						
		Size:	DL paper size						
Packaging:		50 pcs. in plastic wrap packed in a box of 5s							
Quantity:		8,250 pcs.							
Proofing and Pre-production sample									
Proofing: Draft of layout and design should be submitted for review and correction within five (5) working days after receipt of Purchase Order. Progressive proofing should be done within two (2) days for a minor correction and three (3) working days for a major correction. Pre-production: The supplier should submit three (3) sample pre-production print before proceeding with the full production printing.									

Other 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. Bidder must replace defective items within a week after return.
- C. One hundred percent (100%) of the contract price will be released upon satisfactory completion/acceptance by DOE.
- D. The bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at DOE.

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 (***If applicable***). Non-submission of actual sample/brochures in the proposal is a ground for disqualification.
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
 - 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. _____
 RFQ 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 RFQ 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/Notice to Proceed
 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 ABC
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

General Conditions:

8. Quotation shall be valid for sixty (60) days from submission
9. 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)**
10. The following documents shall be attached/included in the submission of proposal/quotation:
 - e) Mayor's / Business Permit
 - f) PhilGEPS Registration Number
 - g) Income / Business Tax Return
 - h) Omnibus sworn Statement (Annex C)
11. 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.
12. The Supplier shall clearly state the company name and account name for payment.
13. The price quoted is inclusive of all taxes and other charges.

14. 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
