



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

RFQ No.	RFQ-01-0151-2022-08-0269-0901-0133
Purchase Request No.:	01-0151-2022-08-0269

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Various Promotional Materials: Corporate Jacket, Cargo Pants, T-shirt w/out Collar, and Document Bag</b>
<b>Mode of Procurement</b>	<b>: Goods Small Value Procurement</b>
<b>Bidding Terms</b>	<b>: Per Item</b>
<b>Delivery Terms/Schedule</b>	<b>: Within sixty (60) calendar days upon receipt of Purchase Order</b>
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, 3<sup>rd</sup> 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](mailto:bacsecretariat@doe.gov.ph) not later than **06 September 2022 5:00 PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.		Quantity	Unit Price (Php)	Total ABC (Php)
<b>Procurement of Supply and Delivery of Promotional Items: Corporate Jacket, Cargo Pants, T-shirt w/out Collar and Document Bag</b>				
<b>Description</b>				
Item No.	Description	Qty.	Unit Cost	Total ABC
1	Corporate Jacket	50	1,500.00	75,000.00
2	Cargo Pants	50	800.00	40,000.00
3	T-shirt w/out Collar	1,500	200.00	300,000.00
4	Document Bag	1,500	350.00	525,000.00
<b>TOTAL</b>				<b>940,000.00</b>
<b>I. Specifications: (Please refer to Annex A: Sample Model)</b>				
<b>1. Corporate Jacket (50 pcs)</b>				
Materials:	Belini Fabric			
Logo:	With embroidered "DOE Logo" on upper left chest, approximately 1.5 x 1.5 inches With embroidered "EUMB Logo" on upper left chest (below DOE Logo), approximately 1 x 3 inches With embroidered "EPSMD Logo" on Upper middle back (3 inches below the neck), approximately 1.5 x 4 inches			
Color:	Black			
Size:	S, M, L, XL			

Features:	With 2 side pockets
Packaging:	Individually wrapped in plastic
<b>2. Cargo pants (50 pcs)</b>	
Material:	Stretch Twill
Logo:	With embroidered "EUMB Logo" on right middle side pocket, approximately 1 x 3 inches With embroidered "EPSMD Logo" on left middle side pocket, approximately 1.5 x 4 inches
Color:	Black
Sizes:	Actual size measurement, 50 pcs
Features:	With 6 pockets (2 side pockets, 2 back pockets and 2 middle side pockets) With garterized waist Waterproof Lightweight
Packaging:	Individually wrapped in plastic
<b>3. T-shirt w/out Collar (1,500 pcs)</b>	
Material:	CVC Cotton Fabric 60/40
Logo:	With embroidered "DOE Logo" on upper left chest, approximately 1.5 x 1.5 inches With embroidered "EUMB Logo" on upper left chest (below DOE Logo), approximately 1 x 3 inches With embroidered "EPSMD Logo" on Upper middle back (3 inches below the neck), approximately 1.5 x 4 inches
Color:	Gray
Sizes:	S – 250 pcs M – 250 pcs L – 500 pcs XL – 500 pcs
Features:	Regular Fit Unisex
Packaging:	Individually wrapped in plastic 250 pcs/ Box Box must be durable Box must have size label
<b>4. Document Bag (1,500 pcs)</b>	
Material:	Canvas Fabric
Logo:	With 2 front pockets with magnetic button lock With embroidered "DOE Logo" on upper right, approximately 1.5 x 1.5 inches With embroidered "EUMB Logo" on upper left, approximately 1 x 3 inches With embroidered "EPSMD Logo" on left pocket, approximately 1.5 x 4 inches
Color:	750 pcs Black/750 pcs White
Sizes:	16 x 14 x2.5 inches, 1500 pcs
Features:	With 2 front pockets With zipper Strap size 1.5 x 26 inches With 2 way handle ( <i>shoulder strap and handle strap</i> )
Packaging:	Individually wrapped in plastic 100 pcs/ Box Box must be durable Box must have size label

**5. Terms and Conditions:**

- A. Bidder must submit sample with appropriate material during the post qualification to be retained by the end-user until delivery for comparison.
- B. Bidder must replace defective items within a week after return.
- C. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at DOE.
- D. The End-user will approve the sample/design/layout within Fifteen (15) calendar days upon the winning bidder's receipt of the Purchase Order (P.O.)
- E. Delivery Terms: Forty-Five (45) calendar days upon the End-user's approval of the final sample/design/layout.

**General Conditions:**

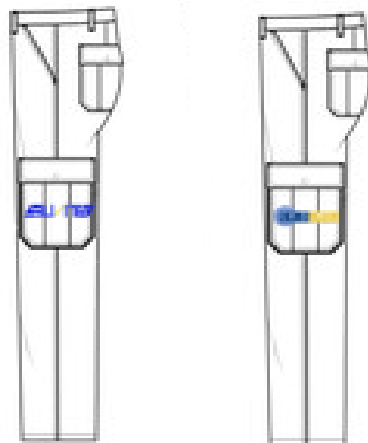
- 1. Quotation shall be valid for sixty (60) days from submission
- 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
- 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
  - 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  
Sample Models**

**1. Corporate Jacket**



**2. Cargo Pants**



**3. T-shirt w/out Collar**



Front side

Back side

**4. Document Bag**



**Height: 16 inches, Width: 14 Inches, Thickness/Depth: 2.5 inches**

## 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, 3<sup>rd</sup> 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
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**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**

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

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**Tel. No. / Cellphone No./ email address**

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**Date**

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