



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

RFQ No.	RFQ-01-101-2022-07-0244-0819-0128
Purchase Request No.:	01-101-2022-07-0244

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Supply and Delivery of Various Office Supplies</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 30 days upon receipt of Purchase Order</b>
Delivery Location	: DOE-Mindanao Field Office - 3rd Floor, Tolentino Building, Candelaria Ave., Ecoland, Davao 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 **25 August 2022 5:00 PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

<b>Terms of Reference/Specifications</b>						
<b>Supply and Delivery of Various Office Supplies for Mindanao Field Office</b>						
	Item No.		QTY.	Unit	Unit Cost	ABC
	1	Ballpen, Black, 0.5	30	pc	5.00	150.00
	2	Battery, AA, 2s	3	set	60.00	180.00
	3	Battery (AAA), 2s	6	set	58.00	348.00
	4	Board Paper, Canon 185gsm	20	pack	57.00	1,140.00
	5	Board Paper, Worx 200gsm	20	pack	35.00	700.00
	6	Clipboard, plastic	5	piece	70.00	350.00
	7	Clip, backfold, 1"	12	box	25.00	300.00
	8	Disinfectant Spray, 340gram	6	bottle	450.00	2,700.00
	9	Engineer's Field Book	5	book	78.00	390.00
	10	Envelope (A4), brown	1,000	pc	2.00	2,000.00
	11	Envelope (Expanded), brown	50	pc	13.00	650.00
	12	Envelope (Long), brown	300	pc	2.50	750.00
	13	Envelope (Mailing), white, 500s	2	box	328.00	656.00
	14	Flaglet (Post it/ Sticky Note)	40	pad	40.00	1,600.00
	15	Folder (Long)	500	pc	5.50	2,750.00
	16	Glue, 130 grams (Elmer's)	6	bottle	44.00	264.00
	17	Logbook, 300 leaves	18	book	150.00	2,700.00
	18	Notepad 2x3	9	pad	18.00	162.00
	19	Packing Tape (2"), 25m	6	roll	29.00	174.00
	20	Staple Wires #35	6	box	35.00	210.00

21	Surgical Masks, 3-ply, 5x10pcs/pack = 50s	60	box	65.00	3,900.00
22	Tape, Double Sided 2"	6	roll	65.00	390.00
23	Tape, Duct 2", 25m	2	roll	150.00	300.00
24	Tape, Transparent, 1"	24	roll	30.00	720.00
25	Tissue-2 Ply, 12s	16	pack	130.00	2,080.00
26	Ink Refill, UV Ink, Black	18	bottle	60.00	1,080.00
27	Ink Refill, UV Ink, Cyan	12	bottle	60.00	720.00
28	Ink Refill, UV Ink, Magenta	12	bottle	60.00	720.00
29	Ink Refill, UV Ink, Yellow	12	bottle	60.00	720.00
30	Ink Cartridge, HP 704, Black	50	cart	550.00	27,500.00
31	Ink Cartridge, HP 704, Colored	35	cart	600.00	21,000.00
32	Ink Cartridge, HP CL745 Black	10	cart	1,000.00	10,000.00
33	Ink Cartridge, HP CL746 Colored	8	cart	1,400.00	11,200.00
34	Ink Cartridge, Canon 680, Black	10	cart	675.00	6,750.00
35	Ink Cartridge, Canon 680, Colored	8	cart	675.00	5,400.00
36	Toner Cartridge, NO. CF279 A	15	cart	3,400.00	51,000.00
37	Toner Cartridge. 202 A Black	2	cart	5,000.00	10,000.00
38	Toner Cartridge. 202 A Cyan	2	cart	5,000.00	10,000.00
39	Toner Cartridge. 202 A Magenta	2	cart	5,000.00	10,000.00
40	Toner Cartridge. 202 A Yellow	2	cart	5,000.00	10,000.00
41	Toner Cartridge, HP CF217A	2	cart	4,050.00	8,100.00
	TOTAL				209,754.00

**Other Terms:**

- a. It would be agreed that there is no escalation of the quotation price
- b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification
- c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other legal exactions

**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 Check 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, 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:**

<b>Terms of Reference/Specifications</b>				
<b>Item No.</b>	<b>Description/ Specification:</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total ABC</b>
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:
  - e) Mayor's / Business Permit
  - f) PhilGEPS Registration Number
  - g) Income / Business Tax Return
  - h) 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**

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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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