



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

RFQ No.	RFQ-01-151-2022-08-0262-0819-0130
Purchase Request No.:	01-151-2022-08-0262

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Supply and Delivery of Trophies, Medals, and Markers for the Energy Efficiency Excellence (EEE) Awards</b>
<b>Mode of Procurement</b>	<b>: Goods Small Value Procurement</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: Thirty (30) 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 **25 August 2022 5:00 PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.		Quantity	Unit Price Php	ABC Php
1.	15" Glass Trophy - 45 Pieces <ul style="list-style-type: none"> <li>• Material: Glass</li> <li>• Height: 12"</li> <li>• Width: Base: 3"x3", Slanted Top</li> <li>• With individual box</li> <li>• Print (engrave)</li> <li>• DOE Logo</li> <li>• See Sample Medal for Individuals</li> </ul> Medal for Individuals – 15 Pieces <ul style="list-style-type: none"> <li>• Material: Glass</li> <li>• Diameter: 3"</li> <li>• With Print (Engrave)</li> <li>• DOE Logo</li> <li>• Ribbon</li> <li>• See Sample Building Marker</li> </ul> Building Marker – 42 Pieces <ul style="list-style-type: none"> <li>• Materials: Glass</li> <li>• Diameter: 14"</li> <li>• With Print (Engrave)</li> <li>• 3 Bolts</li> <li>• See Sample</li> </ul>	1 Lot	500,000.00	500,000.00

TROPHY



MEDAL



BUILDING MARKER



### Other Terms

- a. Bidder must submit at least three (3) samples of previously made trophy (pictures);
- b. Bidder must submit certification of very satisfactory rating from previously awarded contract;
- c. Bidder must have a dedicated artist for the project to facilitate immediate coordination and proper understanding between client and bidder on conceptualization and creative input on the design;
- d. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuations in foreign change rates and excise duties.
- e. Supplier should warrant that all items are of first quality and in accordance to specifications and shall be free from defects. If any of the items is found defective, a replacement is necessary within three (3) weeks period upon delivery.
- f. Payment will be released within the minimum from acceptance of DOE-EPPB and upon completion of the delivery on all items and issuance of certificate of acceptance from the end user.
- g. Bid price must cover all cost such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main building of 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. 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 - 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:**

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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