



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

RFQ No.	RFQ-02-101-2022-07-0234-0819-0131
Purchase Request No.:	02-101-2022-07-0234

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Repair and Upholstery of Various Sofa</b>
<b>Mode of Procurement</b>	<b>: Services Small Value Procurement</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: Within 30 days upon receipt of Notice to Proceed</b>
Delivery Location	: Energy Center, Rizal Drive, Bonifacio Global City(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.

Item No.		Quantity	Unit Price (Php)	Total ABC (Php)
1.	: Repair and Upholstery of Various Sofa	1 Lot	250,000.00	250,000.00
<b>Terms of Reference/Specifications</b>				
<b>Scope of Works:</b>				
Repair and re-upholstery of various sofas				
18 units Three seater sofa				
13 units Single Seater Sofa				
4 units Foot Stool				
<b>For actual measurement the Bidder is advised to conduct ocular inspection to determine all cost inclusion. This is a fixed contact no additional cost or charges is allowed.</b>				
<b>Other Terms and Conditions</b>				
1. The supplier must submit leatherette and fabrics swatches for the finishes of each sofa subject for the review and approval by the End-user.				
2. Price must include cost of labor, travel and other reasonably anticipated expenses.				
3. The old covers, foam and other replaced items should be surrendered to GSD for submission of waste materials.				
4. The price quoted must be firm and irrevocable for three(3) months and not subject to any change whatsoever even due to change of cost of raw material components and fluctuations in foreign exchange rates and excise duties.				
5. Bid price must be inclusive of taxes and duties.				
6. Delivery Terms: Within 30 days upon receipt of Purchase Order.				

**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
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**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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