



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

RFQ No.	RFQ-01-0101-2022-06-0206-0708-0095
Purchase Request No.:	01-0101-2022-06-0206

REQUEST FOR QUOTATION

Title of Procurement/End-user	: CONCEPT, LAYOUT, DESIGN AND PRINTING OF DESK CALENDARS AND HARDBOUND PLANNER
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: within thirty (30) days upon approval of final blueprint and should provide to the end-user an e-copy of the file in PDF Format
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.

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 **13 July 2022, Wednesday at 5:00PM** LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications			
Item No.	Description/ Specification:	Quantity	Total ABC
1.	2023 Desk Calendar Scope of Work: 1. Concept, Design, Layout <ul style="list-style-type: none">• Lay-out and design for offset printing specifications (with texts, tables, graphs and pictures)• Four (4) concept and lay-out studies for cover• Four (4) concept and lay-out studies for inside pages• Design and Lay-out prepared for offset printing specs• Design and Lay-out for the approved concept• Digital print and mock-up of the final draft 2. Proofing:	2,000 copies	400,000.00

	<ul style="list-style-type: none"> • Progressive proofing (5-6 revisions) • Initial Submission of proofing for review and correction should be within two (2) weeks after the receipt of the and concurrence of Work Order • Progressive proofing should be done within two (2) working days for minor corrections and three (3) working days for major corrections. <p>Specifications:</p> <ol style="list-style-type: none"> 1. Quantity: 2000 copies 2. Stock: CS 220 for the leaves and with UV Lamination on both sides; imitlin plus pasteboard 30 for the standee 3. Colors: Full Color / back-to-back printing 4. Size: width = 9 inches; Height = 7 inches 5. Number of Leaves: 8 Leaves excluding Front and Back Cover 6. Binding: Binding wire 		
2.	<p>Hardbound Planner</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Concept, Design, Layout <ul style="list-style-type: none"> • Lay-out and design for offset printing specifications (with texts, tables, graphs and pictures) • Four (4) concept and lay-out studies for cover • Four (4) concept and lay-out studies for inside pages • Design and Lay-out prepared for offset printing specs • Design and Lay-out for the approved concept • Digital print and mock-up of the final draft 2. Proofing: <ul style="list-style-type: none"> • Progressive proofing (5-6 revisions) • Initial Submission of proofing for review and correction should be 	1,000 copies	450,000.00

	<p>within two (2) weeks after the receipt of the and concurrence of Work Order</p> <ul style="list-style-type: none"> Progressive proofing should be done within two (2) working days for minor corrections and three (3) working days for major corrections. <p>Specifications:</p> <ol style="list-style-type: none"> Quantity: 1000 copies Size : 7 inches x 9. Inches Paper : Special Paper #60 to 70 for the leaves Cover : Customized Hard Bound Colors: full colors Number of Leaves: 100 – 120 leaves with special art effect 		
<p>Terms and Conditions:</p> <ol style="list-style-type: none"> All bids must be inclusive of all taxes. All bids above the ABC shall be rejected. <p>Delivery Terms:</p> <ul style="list-style-type: none"> Should be done within thirty (30) days upon approval of final blueprint and should provide to the end-user an e-copy of the file in PDF Format <p>Payment Terms:</p> <ul style="list-style-type: none"> Within thirty (30) days upon full delivery of printed copies and e-files and upon issuance of the End-User of the Certificate of Acceptance. 			
<p>General Conditions:</p> <ol style="list-style-type: none"> Quotation shall be valid for sixty (60) days from submission 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) The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> Mayor's / Business Permit PhilGEPS Registration Number/Certificate Income /Business Tax Return Omnibus sworn Statement (Annex C) 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. The Supplier shall clearly state the company name and account name for payment. The price quoted is inclusive of all taxes and other charges. 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. 			