



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

RFQ No.	RFQ-02-0101-2022-03-0042-0609-0074
Purchase Request No.:	02-0101-2022-03-0042

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: PRINTING AND LAYOUTING OF COMPENDIUM OF ENERGY LAWS, CIRCULARS AND OTHER ISSUANCES (2<sup>nd</sup> posting)</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: 15 Days after final proof reading</b>
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, 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 **13 June 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

<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.	<b>SCOPE OF WORK</b> a) The Compendium of Energy Laws, Circulars and other Issuances shall be printed in three (3) volumes (Power, Renewable and Downstream/Upstream/Energy Efficiency) b) Size: 7"x10" c) Paper stock: Cover: foldcote 15 Finished, plastic lamination  Inside: book 50 1 color Both sides printing  d) Binding Type: Perfect binding with Smythe-Sewing e) Quantity: 3 books Vol. 1 - 500 pages (approx.) Vol. 2 - 500 pages (approx.) Vol. 3 - 700 pages (approx.)  f) Conceptualization, cover design and layouting g) Cover Design: full colors h) Number of copies: 50 sets (3 volumes) i) Digital layout copy of final layout (website ready) j) Supplied materials: text in MS Word file, PDF file and photos			<b>200,000.00</b>
2.	<b>BIDDER/PRINTERS REQUIREMENTS:</b>			

	<p>Bidders should meet the following qualifications:</p> <ol style="list-style-type: none"> <li>1. At least 5 years experience in printing business;</li> <li>2. Must have a computer-to-plate processing;</li> <li>3. Must have the top-of-the-line machines to cater to all the printing requirements</li> <li>4. Provide at least five (5) samples of previously printed and bound materials to verify the quality of the service;</li> <li>5. Must obtain very satisfactory rating from previous awarded and completed contract. Hence, bidder must provide the names and contact details of these customers; and</li> <li>6. Must be able to supply and deliver the items within fifteen (15) days upon receipt of the final approved blueprint.</li> </ol>			
3.	<p><b>BILLING REQUIREMENTS</b></p> <p>Thirty (30) days upon receipt of the printed books and issuance of acceptance by end-user.</p>			
4.	<p><b>OTHER TERMS AND CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Winning bidder must provide PDF copy of the final document.</li> <li>2. Proofing: <ol style="list-style-type: none"> <li>a. Initial submission for proofreading – within twenty (20) days after receipt and concurrence of the Job Order.</li> <li>b. Second submission should be done ten (10) days after receipt of initial proofreading.</li> <li>c. Final submission should be done within 5 days after receipt of 2<sup>nd</sup> proofreading</li> </ol> </li> <li>3. Final printing and delivery should be done 15 days after final proofreading.</li> <li>4. The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties.</li> <li>5. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendant to the delivery of the Publication to Legal Services, Department of Energy.</li> </ol>			
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Quotation shall be valid for sixty (60) days from submission</li> <li>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. <b>(If applicable)</b></li> <li>3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> <li>a) Mayor's / Business Permit</li> <li>b) PhilGEPS Registration Number/Certificate</li> <li>c) Income /Business Tax Return</li> <li>d) Omnibus sworn Statement (Annex C)</li> </ol> </li> <li>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.</li> <li>5. The Supplier shall clearly state the company name and account name for payment.</li> <li>6. The price quoted is inclusive of all taxes and other charges.</li> <li>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.</li> </ol>				