



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

RFQ No.	RFQ-02-0101-2022-03-0064-0527-0062
Purchase Request No.:	02-0101-2022-03-0064

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PRINTING OF GEOTHERMAL SAFETY, HEALTH AND ENVIRONMENT CODE OF PRACTICE HANDBOOK
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 45 Days upon receipt of Purchase Order
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 **31 May 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
	Printing of Geothermal Safety, Health and Environment Code of Practice Handbook	2,000 copies	50.00	100,000.00
	A. TECHNICAL SPECIFICATION			
	Size : 5.5 x 8.5 inches (folded) 11 x 8.5 inches (spread)			
	Color : Cover – colored Inside – Black and White			
	Pages : 70 pages back to back excluding cover			
	Paper Thickness : Cover (300 GSM) Inside (115 GSM)			
	Description : perfect binding; files supplied			
	Lamination : Cover, UV lamination, 1 side			
	TERMS AND CONDITIONS			
	1. Delivery Terms: 45 days upon receipt of approved Purchase Order/Notice to Proceed			
	2. Payment Terms: 30 days upon complete delivery of the item/s to DOE and issuance of Certificate of Acceptance of the End-user subject to the usual government accounting and auditing procedures.			
	3. Bid price must be in Philippine currency and must include all costs attendant to the delivery of the items to DOE such as freight, brokerage, duties and taxes related to the equipment/item purchase.			
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.