



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



RFQ No.	RFQ-01-0101-2022-06-0189-0707-0088
Purchase Request No.:	01-0101-2022-06-0189

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SUPPLY AND DELIVERY OF VARIOUS PROMOTIONAL MATERIALS FOR EVOSS RELATED ACTIVITIES
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 30 days upon receipt of Purchase Order (PO)
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 **12 July 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>CARRY ON LUGGAGE TRAVEL BAGS</p> <p>Specifications:</p> <ol style="list-style-type: none">Quantity: 400 piecesMaterial: Water Resistant MaterialWith luggage handle-thru pocketWith Zipper and adjustable strapWith EVOSS Logo printSize : 39cm x 30 cm x 18 cmWith shoe compartment below <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 rejectedDelivery Terms: Should be done within thirty (30) days upon the receipt of the Purchase Order.Payment Terms: Within thirty (30) days upon full delivery	400 pcs.	680.00	272,000.00

				
2.	<p>BAMBOO TUMBLER</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Quantity: 400 pieces 2. Material: Bamboo with laser engraved EVOSS Logo 3. Capacity : 500mL <p>Terms and Conditions:</p> <ol style="list-style-type: none"> a. All bids must be inclusive of all taxes b. All bids above the ABC shall be rejected c. Delivery Terms: Should be done within thirty (30) days upon the receipt of the Purchase Order d. Payment Terms: Within thirty (30) days upon full delivery 	400 pcs.	600.00	240,000.00

3.	<p>NOISE CANCELLING EARPHONES W/ MICROPHONE</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Quantity: 400 units 2. Wireless Bluetooth Earphones with dual Microphone 3. Noise Cancelling 4. Effective Distance: 10m 5. With Charging Box and Charging Cable <p>Terms and Conditions:</p> <ol style="list-style-type: none"> a. All bids must be inclusive of all taxes b. All bids above the ABC shall be rejected c. Delivery Terms: Should be done within thirty (30) days upon the receipt of the Purchase Order d. Payment Terms: Within thirty (30) days upon full delivery 	400 pcs	1,000.00	400,000.00
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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.