



DEPARTMENT OF ENERGY

(Kagawaran ng Enerhiya)

Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0151-2022-09-0335-1018-0156
Purchase Request No.:	01-0151-2022-09-0335

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Promotional Materials for IEC of the Visayas Field Office
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 30 days upon the End-user’s approval of the final sample/design/layout.
Delivery Location	: Department of Energy – Visayas Field Office, 3 rd Floor, Escario Bldg., 731 N. Escario St., Cebu City, Cebu
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 **21 October 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications							
Lot No.	Description/ Specification:	Quantity		Unit Price	Total ABC		
		No.	Item	Quantity	Unit	Unit Price	Allocated Budget for Contract (ABC)
		1	T-Shirt with DOE Print	700	pcs	230	161, 000.00
		2	Polo Shirt with DOE Logo	400	pcs	450	180, 000.00
		TOTAL					341, 000.00
1.	1. T-Shirt with DOE Print						
	Technical Specification						
	a. Material	Must be Polyester fabric					
	b. Sizes and Quantity	Small-200 pcs, M-200 pcs, L-200 pcs and XL-100 pcs					
	c. Color	Black, Blue, Red, Gray (in assorted sizes)					
	d. Price	Must be inclusive of printing at the front and back portion (to be provided by end-user)					
e. Packaging	Individually wrapped in plastic/ 700pcs						

2. Polo-Shirt with DOE Logo	
Technical Specification	
a. Material	Must be Cotton
b. Sizes and Quantity	Small-100 pcs, M-100 pcs, L-100 pcs and XL-100 pcs.
c. Color	Two Tone Polo Shirt: Maroon with Gray, Green with Gray, Navy Blue with White, Dark Gray with Blue (in assorted sizes)
d. Price	Must be inclusive of an embroidered DOE logo (2.5 cm to 3 cm) at the front and silk screen print at the back portion (to be provided by the end-user).
e. Packaging	Individually wrapped in plastic/ 400pcs

Terms and Conditions:

- a. Bidder must submit sample with all available sizes of appropriate material to be retained by the end-user until delivery for comparison.
- b. The material and dimension must not be subjected to any change even due to increase in raw cost materials.
- c. Bidder must conform with the size of the logo to be printed.
- d. Bidder must replace defective items within a week after return.

Payment:

- a. One hundred percent (100%) of the contract price will be released in Thirty (30) working days upon satisfactory completion/acceptance of the end user.
- b. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties, and taxes, etc.) attendant to the delivery of items at **DOE-Visayas Field Office, 3rd Floor, Escario Bldg., Escario Street, Cebu City.**
- c. The end-user will approve the sample/design/layout within Thirty (30) calendar days upon the winning bidder's receipt of the Purchase Order (P.O)
- d. Delivery Terms: Thirty (30) calendar days upon the End-users approval of the final sample/design/layout.

ANNEX A

SAMPLE DESIGN FOR TSHIRT WITH DOE PRINT



Note: Back portion with print of DOE

ANNEX B

SAMPLE DESIGN FOR POLO-SHIRT WITH DOE LOGO



Note: Back portion with print of Department of Energy – Visayas Field Office

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 **(For ABCs above 500k)**
 - 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.