

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

## **REQUEST FOR QUOTATION**

Title of Procureme	ent/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 <sup>rd</sup> 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, 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: <u>bacsecretariat@doe.gov.ph</u> 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.	ltem	Quantity	Unit	Unit Price		ed Budget ract (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,	00.00	
	1. T-Shirt with DOE Print							
	Technical Specification							
	a.	Material	Must be Polyester fabric					
1.	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					

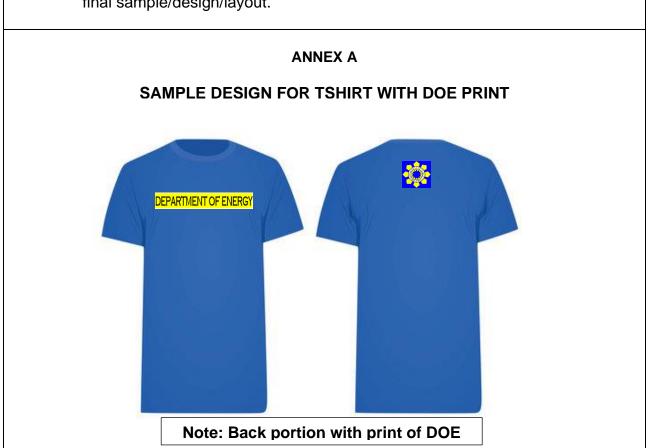
	2. Polo-Shirt with DOE Logo					
	Technical Specification					
	a. Material Must be Cotton					
	b. Sizes and Quantity	Small-100 pcs, M-100 pcs, L-100 pcs and XL-100 pcs.				
2.	c. Color	Two Tone Polo Shirt: Maroon with Gray, Green with Gray, Navy Blue with White, Dark Gray with Blue (in assorted sizes)				
	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 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.