



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

RFQ No.	RFQ-01-0151-2022-09-0291-1010-0152
Purchase Request No.:	01-0151-2022-09-0291

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: SUPPLY AND DELIVERY OF NEECP VARIOUS PROMOTIONAL MATERIALS</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP 53.9)</b>
<b>Bidding Terms</b>	<b>: Per Item</b>
<b>Delivery Terms/Schedule</b>	<b>: 60 days upon the approval of the sample.</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 **14 October 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications																																			
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4.	<p><b>Terms and Conditions:</b></p> <p>A. Bidder must submit a sample with appropriate material to be retained by the end-user until delivery for comparison.</p> <p>B. The price quoted must be firm and irrevocable and not subject to any changes whatsoever even due to the cost of raw material components and fluctuations in foreign exchange rates and excise duties.</p> <p>C. Bidder must replace defective items within a week after return.</p> <p>D. One hundred percent (100%) of the contract price will be released upon satisfactory completion/acceptance by DOE.</p> <p>E. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties, taxes, etc.) attendant to the delivery of the items at DOE.</p> <p>F. Delivery Terms: 60 days upon the approval of the sample.</p>																

**Annex A  
Sample Models**

**1. *Folding Umbrella***



## 2. Tote Bag



### 3. Philippine Energy Labeling Program (PELP) Jacket



#### 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.