



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

RFQ No.	RFQ-01-0101-2022-08-0276-1010-0149
Purchase Request No.:	01-0101-2022-08-0276

**REQUEST FOR QUOTATION**

<b>Title of Procurement/End-user</b>	<b>: SUPPLY AND DELIVERY OF DOE-MFO GAD SUPPLIES FOR THE CONDUCT OF CAMPAIGN ON RENEWABLE ENERGY TECHNOLOGY EDUCATION FOR STUDENTS (CREATES)</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>: Thirty (30) calendar days from receipt of Purchase Order (PO)</b>
Delivery Location	: Department of Energy – Mindanao Field Office (MFO), Davao 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						
Item No.	Description/ Specification:					Total ABC
	<b>NO.</b>	<b>PARTICULARS</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>Php143,720.00</b>
	1	Flash Drive, 16gb	15 pcs	280.00	4,200.00	
	2	Hand Sanitizer Spray, 40ml	250 pcs	40.00	10,000.00	
	3	Hard cover Pocket Notebook, A6 size	250 pcs	30.00	7,500.00	
	4	Sign Pen, Black, 0.5	250 pcs	20.00	5,000.00	
	5	Face Mask, 5 pcs/pack	250 packs	12.00	3,000.00	
	6	ID Card Holder and Lanyard with DOE GAD CREATES Logo	250 pcs	100.00	25,000.00	
	7	Canvas Zipper Pouch, 9.5 x 6.5 inches with DOE GAD CREATES Logo	250 pcs	150.00	37,500.00	
	8	Dri-fit T-shirt with printed design	250 pcs	200.00	50,000.00	
	9	Tarpaulin, 2 x 4 ft	8 pcs	100.00	800.00	
	10	Tarpaulin, 3 x 5 ft	4 pcs	180.00	720.00	
	<b>TOTAL</b>			<b>PHP</b>	<b>143,720.00</b>	
	<b>MINIMUM TECHNICAL SPECIFICATIONS</b>					
	<b>1. Flash Drive</b>					
	Available capacities of 16GB, speed is up to 190MB/s and the dimension is 70.87 mm x 21.34 mm x 11.43 mm.					

**2. Hand Sanitizer Spray, 50ml**

70% Ethyl Alcohol Pocket-sized Multicolor Silicone Case and Keyring Handy Antibacterial Disinfectant Sprayer Bottle.

**3. Hard cover Pocket Notebook A6 size**

Hardbound journal with elastic closure and 80 sheets (80gsm) of lined Paper.

**4. Sign Pen, Black, 0.5**

Hi Tech Fine Point Gel Ink Pen Quick Dry Waterproof Ink.

**5. Face Mask, 5 pcs/pack**

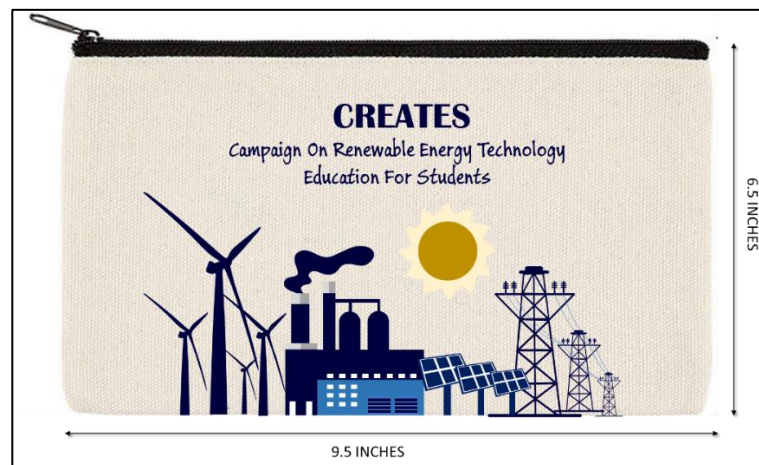
3 ply Surgical Mask with polypropylene and non-woven fabric materials.

**6. ID Card Holder and Lanyard with DOE GAD CREATES Logo**

Polyester Lanyard (20mm x 900mm) with Hard Plastic ID Card Holder, 70mm x 110mm.



**7. Canvas Zipper Pouch, 9.5 x 6.5 inches with DOE GAD CREATES Logo**



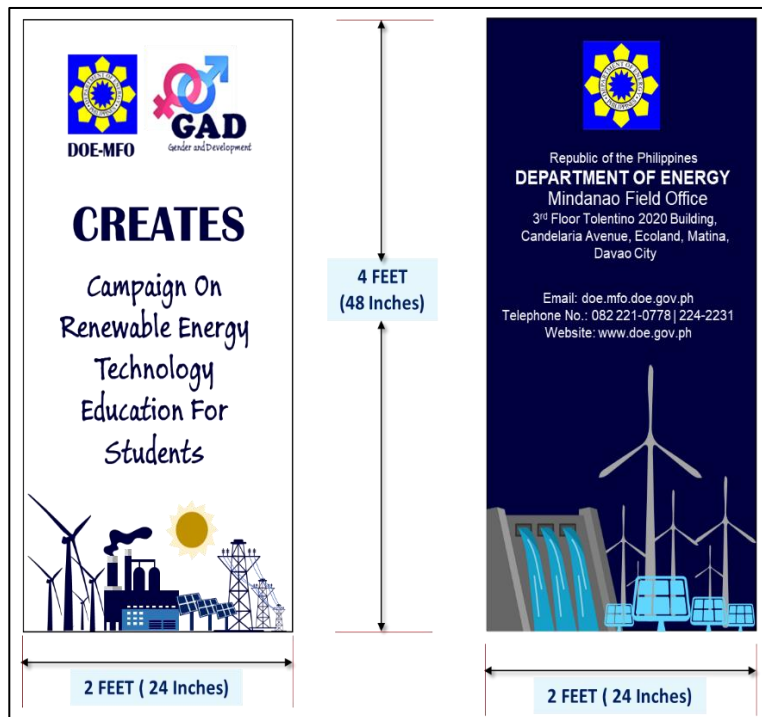
**8. Dri-fit T-shirt with printed design**

Short sleeve microfiber Eyelet Dri-fit T-shirts. Below are the breakdown of the sizes:

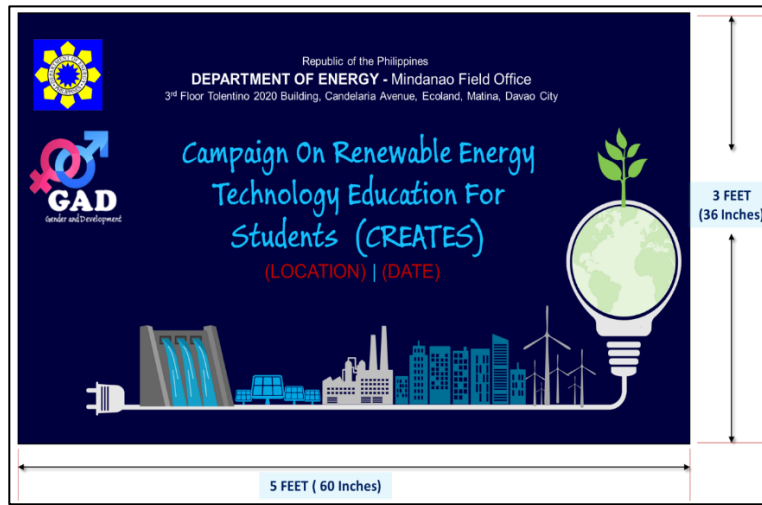
SIZES	NO. OF PIECES
Extra Small	30
Small	55
Medium	60
Large	60
Extra Large	30
XX – Large	10
XXX – Large	5
<b>TOTAL</b>	<b>240</b>



**9. Tarpaulin, 2 x 4 ft**



10. Tarpaulin, 3 x 5 ft



**WARRANTY**

All the materials supplied are subject to six (6) months warranty period from the issuance of acceptance by the Final Inspection and Acceptance Committee. Defective items will not be accepted, and items found to be defective within 7 calendar days shall be replaced by the supplier at no cost within 7 calendar days upon notification.

**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.