



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

RFQ No.	RFQ-02-0101-2024-05-0245-0523-0060
Purchase Request No.:	02-0101-2024-05-0245

REQUEST FOR QUOTATION

Title of Procurement/End-user	PROCUREMENT OF PRINTING AND BINDING (INCLUDING CONCEPT, LAYOUT, AND DESIGN) OF PHILIPPINE ENERGY PLAN 2023-2050 (3 VOLUMES) WITH BOOK SET SLIPCASE
Approved Budget for the Contract	Php996,500.00
Mode of Procurement	Small Value Procurement (AMP53.9)
Bidding Terms	Per Lot
Delivery Terms/Schedule	90 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.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

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, Ground 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 **27 May 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
LOT	ACTIVITY / PROGRAM TITLE	ABC
Lot 1	Printing and Binding (including Concept, Layout, and Design) of Philippine Energy Plan 2023-2050 (3 Volumes) with Book Set Slipcase	996,500.00
	TOTAL ABC:	996,500.00

- With free concept studies (Specialized concepts for book designing)

2. OFFSET PRINTING with the following specifications:

- Description :** **Philippine Energy Plan 2023-2050 (3 Volumes)**
- Size : A4
 - Pages : 2 sides printing;
Estimated total number of pages: 415
Vol I - 144; Vol II - 173; Vol III – 98)
 - Stock : Cover - 200 lbs.
Inside – 100 lbs.
 - Color : Cover – Full colors; Inside – Full colors
 - Lamination : Matte lamination, Spot UV on cover
 - Binding : Perfect binding
 - Other : Slipcase cover design printing

3. PACKAGING

- Style/Design : Book box slipcase (please see sample illustration on the attached sheets); cover: same as the PEP cover design
- Size : A4 size
- Width/thickness of encasement: around 4.0-5.0 cm
- Material : Sturdy and thick paperboard

B. Bidder should include following documents upon submission of bids:

1. At least three (3) samples of previously printed and bounded materials to verify the quality of the service.
2. Certification of at least three (3) very satisfactory ratings from previously awarded similar contracts.

C. Winning bidder should:

- Submit at least three (3) designs for cover and inside pages 15 days after receipt of the Purchase Order (P.O.) to choose from;
- Have a dedicated book designer/graphic artist/s for the project to facilitate immediate coordination and proper understanding between the client and printer/publisher on conceptualization and creative input during the layout and design;
- Provide mock-up copy (digital print) of the duly approved final draft prior to bulk printing; and,
- Provide the end-user a soft copy in PDF format of the final PEP 2023-2050 file.

D. Delivery Term Timelines:

Particulars / Actions	Responsibility	Timeline (No. of Days)	Remarks
1) Submission of layout/concept design	Vendor	15	upon receipt of P.O.
2) Review/approval of layout/concept	PD	4	Advice of chosen layout design
3) Proofing – 3 rounds	PD/Vendor	15 15	<ul style="list-style-type: none"> • Initial submission of 1st proofing for review and correction • 2nd-3rd round of proofing
4) Approval of final draft	PD	3	
5) Submission of mock-up print	PD	2	For final review
6) Approval of mass printing	PD	3	Approval of the Director to proceed with mass printing
7) Mass printing	Vendor	30	
8) Packing and delivery	Vendor	3	
		90	

E. Terms and Conditions:

- The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to the increase in cost of raw materials, foreign exchange rates, tax, and duties.
- The total bid price is inclusive of the cost of taxes and other charges, such as bank charges.
- Payment Term: Within thirty (30) days upon full delivery of printed copies and issuance of Certificate of Acceptance by the end-user.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Company Profile, Certification and licenses and Program design must be present together with the quotation shall be submitted together with the quotation/proposal. Non-submission in the proposal is a ground for disqualification. **(If applicable)**
1. 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)
2. 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.
3. The Supplier shall clearly state the company name and account name for payment.
4. The price quoted is inclusive of all taxes and other charges.
5. 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.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Company Logo/Letterhead

Date : _____
 Company Name : _____
 Procurement Title : _____
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
 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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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
 - 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.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

**Name and Signature of Authorize
Representative**

Company Name/Business name that
will be used in the Notice of Award and
Purchase Order/Notice to Proceed

**Tel. No. / Cellphone No./ email
address**

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]