



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

RFQ No.	RFQ-02-0151-2022-03-0062-0411-0036
Purchase Request No.:	02-0151-2022-03-0062

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Documentation of the Energy Efficiency Excellence (EEE) Awards																								
Mode of Procurement	: Small Value Procurement (AMP 53.9)																								
Bidding Terms	: 1 Lot																								
Delivery Terms/Schedule	<table border="1"> <thead> <tr> <th rowspan="2">Activity</th> <th colspan="4">Timeline (Months)</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>1. Submission of initial concept</td> <td style="background-color: #4F81BD;"></td> <td style="background-color: #4F81BD;"></td> <td></td> <td></td> </tr> <tr> <td>2. Submission of contents</td> <td></td> <td style="background-color: #4F81BD;"></td> <td style="background-color: #4F81BD;"></td> <td style="background-color: #4F81BD;"></td> </tr> <tr> <td>3. Submission of printed contents</td> <td></td> <td></td> <td></td> <td style="background-color: #4F81BD;"></td> </tr> </tbody> </table> <p>100% of the contract cost will be paid upon complete delivery and issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing, and accounting procedures.</p>	Activity	Timeline (Months)				1	2	3	4	1. Submission of initial concept					2. Submission of contents					3. Submission of printed contents				
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1. Submission of initial concept																									
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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, 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 **15 April 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Documentation of the Energy Efficiency Excellence (EEE) Awards	1 Lot		700,000.00
2.	<p>The Scope of Services includes the following:</p> <p>A. Development of Energy Efficiency Excellence (EEE) Awards Documentation Content</p> <p>a. Develop content of the documentation based on the submitted entries of the winners of EEE Awards 2021;</p> <p>b. Develop key content of the awardees; and</p> <p>c. Conduct additional research and review the relevant literature to ensure submitted information of the awardees are in line with the up-to-date recent development of energy efficiency and conservation measures.</p>			

	<p>B. Production of Documentation Materials</p> <ul style="list-style-type: none"> a. The service provider shall submit an initial concept; b. The service provider should provide various options to end-user prior to agreeing on the final concept of the documentation materials; c. The service provider should ensure that all contents used on the documentation materials has no copyright infringement; and d. The proposed modules may run up to three (3) separate rounds of revisions. e. The service provider shall produce the materials based on the specifications below: <p>No. of Pieces: 50 pcs</p> <p>No of pages: 100 pages (including annexes; excluding front and back covers)</p> <p>Colors: Full colors + special colors; 2 sides printing (cover page and inside page including annexes; emboss (cover front and back covers)</p> <p>Spread size: 8.5x22 inches with smith sewing</p> <p>Cover: Cover c2s 120lbs, matte lamination and 3d spot UV on cover, hardbound to pasteboard no 20</p> <p>Inside: Matte coated 120 lbs</p>			
3.	<p>Other Terms:</p> <ul style="list-style-type: none"> a. Total bid price is inclusive of cost of duties and taxes b. The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties c. Bidder shall submit the following: <ul style="list-style-type: none"> • CV of the writer / editor / copywriter and graphic artist; • list of available equipment to be used in the production; and • sample works. d. 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. 			
<p>General Conditions:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 				