



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

RFQ No.	RFQ-01-0101-2022-02-082-0412-0038
Purchase Request No.:	01-0101-2022-02-082

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MINDANAO FIELD OFFICE</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>: 30 Days upon receipt of Purchase Order</b>
Delivery Location	<b>: Department of Energy – Mindanao Field Office, Davao City</b>
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 **18 April 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications					
Item No.	Description/ Specification:	Quantity	Unit	Unit Price	Total ABC
1.	Alcohol, 1gal, 70% solution	5	gallon	<b>475.00</b>	<b>2,375.00</b>
2.	Ballpen, Black, 0.5	40	pc	<b>4.70</b>	<b>188.00</b>
3.	Ballpen, Blue, 0.5	5	pc	<b>4.70</b>	<b>23.50</b>
4.	Battery, AA, 2s	4	set	<b>34.00</b>	<b>136.00</b>
5.	Battery (AAA), 2s	6	set	<b>46.00</b>	<b>276.00</b>
6.	Board Paper, Canon 185gsm	30	pack	<b>48.60</b>	<b>1,458.00</b>
7.	Board Paper, Worx 200gsm	30	pack	<b>27.70</b>	<b>831.00</b>
8.	Bookpaper (A4), 70gsm, s.20	50	ream	<b>159.00</b>	<b>7,950.00</b>
9.	Bookpaper (Long), 70 gsm, s.20	20	ream	<b>175.00</b>	<b>3,500.00</b>
10.	Bundy Card (100s)	2	pack	<b>88.00</b>	<b>176.00</b>
11.	Carbon Paper, blue, long, 100s	1	pack	<b>420.00</b>	<b>420.00</b>
12.	Clearbook, long, refillable	2	piece	<b>33.00</b>	<b>66.00</b>
13.	Clipboard, plastic	5	piece	<b>58.00</b>	<b>290.00</b>
14.	Clip, paper, small	12	box	<b>9.50</b>	<b>114.00</b>
15.	Clip, paper, big	12	box	<b>19.00</b>	<b>228.00</b>
16.	Coupon Bond, s. 16 (Yellow), short	3	ream	<b>178.00</b>	<b>534.00</b>
17.	Cutterblade (10s)	1	pack	<b>17.00</b>	<b>17.00</b>
18.	Dater Stamp	2	piece	<b>38.00</b>	<b>76.00</b>
19.	Disinfectant Spray, 340gram	10	bottle	<b>331.40</b>	<b>3,314.00</b>
20.	Envelope (A4), brown	500	pc	<b>1.50</b>	<b>750.00</b>
21.	Envelope (Expanded), brown	150	pc	<b>10.25</b>	<b>1,537.50</b>
22.	Envelope (Long), brown	200	pc	<b>1.90</b>	<b>380.00</b>
23.	Envelope (Mailing), white, 500s	5	box	<b>231.80</b>	<b>1,159.00</b>
24.	Extension Wires, 5 outlets	2	pc	<b>337.70</b>	<b>675.40</b>
25.	Fastener (Plastic), 50s	20	box	<b>25.00</b>	<b>500.00</b>
26.	Cord Yarn (4mm,36 yard)	5	roll	<b>30.00</b>	<b>150.00</b>
27.	Flaglet (Post it/ Sticky Note)	12	pad	<b>25.00</b>	<b>300.00</b>
28.	Flash Drive, 32GB	24	pc	<b>320.00</b>	<b>7,680.00</b>
29.	Folder (Long)	250	pc	<b>3.75</b>	<b>937.50</b>
30.	Folder (Pressed), green long	500	pcs	<b>11.00</b>	<b>5,500.00</b>

31.	Glue, 130 grams (Elmer's)	10	bottle	<b>44.00</b>	<b>440.00</b>
32.	Highlighter, assorted	4	pc	<b>17.00</b>	<b>68.00</b>
33.	Notepad 2x3	10	pad	<b>12.90</b>	<b>129.00</b>
34.	Notepad 3x4	10	pad	<b>23.75</b>	<b>237.50</b>
35.	Packing Tape (2"), 25m	16	roll	<b>23.00</b>	<b>368.00</b>
36.	Pentel Pen (Black), permanent	6	pc	<b>28.00</b>	<b>168.00</b>
37.	Puncher, two hole	3	pc	<b>125.00</b>	<b>375.00</b>
38.	Sign Pen (Black), .5	30	pc	<b>12.00</b>	<b>360.00</b>
39.	Sign Pen (Blue), .5	10	pc	<b>12.00</b>	<b>120.00</b>
40.	Sign Pen (Red), .5	2	pc	<b>12.00</b>	<b>24.00</b>
41.	Stamp Pad Ink, purple, 30ml	1	botls	<b>14.10</b>	<b>14.10</b>
42.	Staple Wires #35	12	box	<b>28.30</b>	<b>339.60</b>
43.	Stapler with remover	2	pc	<b>90.00</b>	<b>180.00</b>
44.	Steno Note Book, 40leaves	10	book	<b>12.00</b>	<b>120.00</b>
45.	Sticker Paper, Yellow, 10s	12	pack	<b>45.00</b>	<b>540.00</b>
46.	Surgical Masks, 3-ply, 5x10pcs/pack = 50s	50	box	<b>61.25</b>	<b>3,062.50</b>
47.	Tape, Double Sided 1"	5	roll	<b>24.00</b>	<b>120.00</b>
48.	Tape, Double Sided 2"	5	roll	<b>60.00</b>	<b>300.00</b>
49.	Tape, Duct 2", 25m	4	roll	<b>59.00</b>	<b>236.00</b>
50.	Tissue-2 Ply, 12s	10	pack	<b>112.00</b>	<b>1,120.00</b>
51.	Ink Cartridge, HP 704, Black	14	cart	<b>500.00</b>	<b>7,000.00</b>
52.	Ink Cartridge, HP 704, Colored	6	cart	<b>500.00</b>	<b>3,000.00</b>
53.	Toner Cartridge, NO. CE 285A	5	cart	<b>3,300.00</b>	<b>16,500.00</b>
54.	Toner Cartridge, NO. CE 248A	4	cart	<b>3,000.00</b>	<b>12,000.00</b>
55.	Toner Cartridge, NO. CF279 A	15	cart	<b>3,500.00</b>	<b>52,500.00</b>
	<b>TOTAL</b>				<b>140,863.60</b>

**OTHER TERMS:**

- a. It would be agreed that there is no escalation of the quotation price
- b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification.
- c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other

**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.