



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

RFQ No.	RFQ-01-0101-2025-04-0187-0515-0062
Purchase Request No.:	01-0101-2025-04-0187

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF CNMD’S INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICE SUPPLIES FOR CY2025
Approved Budget for the Contract	: Php446,210.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: Thirty (30) 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.

**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, 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 **19 MAY 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<b>Wireless Microphone</b> Two (2) Transmitter & One (1) Receiver • Transmitter Dimensions: Approximately 50.2*20.6*20.6mm • Receiver Dimensions: Approximately 46*23.5*9.1mm • Sample Rate: At least 48KHz • Audio Transmission Range: 65ft(20m) for free movement, 328ft(100m) for Line of Sight • Transmission Frequency: At least 2.4GHz • Output Latency: At least 25ms • Frequency Response: At least 20Hz-20KHz • Input Voltage: Approximately DC4.8~5.4V • Sensitivity: At least -38 dBFS • SNR (Signal-to Noise Ratio): At least 64dB • Power Rating: At least 170mW • Battery Capacity: At least 150mAh • Operating Time: At least 7.5hrs (up to 20hrs with the Charging Case) • Charging Time: About 1.5hrs Charging Case: • Weight: At least 76g • Input: At least DC4.8~5.4V • Charging Time: About 1.5hrs • Capacity: At least 850mAh	1	6,800.00	6,800.00

	<ul style="list-style-type: none"> <li>• With Pouch</li> </ul>			
2.	<b>Wireless Optical Mouse</b> <ul style="list-style-type: none"> <li>• Wireless connectivity: At least 2.4 GHz, 10m range</li> <li>• Nano USB receiver</li> <li>• Sensory Resolution: At least 1600 DPI</li> <li>• Ergonomic contoured shape</li> <li>• Rechargeable Battery: AAA x 2 (included)</li> </ul>	20	380.00	7,600.00
3.	<b>Keyboard A</b> <ul style="list-style-type: none"> <li>• Model: Mechanical Keyboard</li> <li>• High-capacity Battery</li> <li>• Rechargeable wireless Keyboard</li> <li>• 2 Built-in USB pass through ports and 1 Type-C Port</li> <li>• American National Standards Institute (ANSI) Keyboard layout</li> <li>• Connectivity: At least 2.4 Ghz Wireless, Bluetooth, USB Type C</li> <li>• Size: Full-size keyboard (with numeric keys)</li> <li>• Ergonomic Design</li> </ul>	20	3,600.00	72,000.00
4.	<b>Keyboard B</b> <ul style="list-style-type: none"> <li>• Must be compatible with Galaxy Tab S9+</li> <li>• Interface: POGO (<i>A graphic user interface to build class framework, define and describe these parameters</i>)</li> <li>• Keys Quantity/Number of physical keys on the Book Cover: 80 keys</li> <li>• Dimensions (W x H x D): Approximately 286.5x188.4x15.1 mm</li> <li>• Type: Book Cover Keyboard</li> </ul>	3	11,250.00	33,750.00
5.	<b>Portable SSD</b> <ul style="list-style-type: none"> <li>• At least 1TB Total Storage Capacity</li> <li>• Sequential Read Performance: up to 1050 MB/s</li> <li>• Sequential Write Performance: up to 1000 MB/s</li> <li>• Bus Powered</li> <li>• Interface: USB-C 3.2 Gen 2</li> <li>• Durability: At least IP-65-rated for water- and dust-resistance</li> <li>• 256-Bit Advanced Encryption Standard Hardware Encryption</li> <li>• Dimensions (L x W x H): Approximately 9.6mm x 52.55mm x 100.8mm</li> <li>• With Carabiner Loop and Pouch for Easy Transport</li> <li>• With USB-C to USB-C Cable</li> <li>• With USB-C to USB-A Adapter</li> </ul>	20	5,000.00	100,000.00
6.	<b>MicroSD Memory Card with SD Adapter</b> <ul style="list-style-type: none"> <li>• Features: Works with Android smartphones and tablets, with own app for easy file management</li> <li>• Capacity: At least 128GB</li> <li>• Form Factor: microSDHC™, microSDXC™</li> <li>• Compatibility: Compatible with all microSDHC, microSDXC supporting host devices</li> <li>• Sequential Read Performance: up to 200MB/s</li> <li>• Sequential Write Performance: up to 90MB/s</li> <li>• Dimensions (L x W x H): Approximately 10.92mm x 14.99mm x 1.02mm</li> <li>• SD adapter included (same brand)</li> </ul>	8	750.00	6,000.00
7.	<b>USB OTG (Type C) Flashdrive</b> <ul style="list-style-type: none"> <li>• Storage capacity: 32 GB</li> <li>• Connector: USB-A and USB-C</li> <li>• Interface: USB 3.2 Gen 1</li> <li>• Sequential Read Performance: At least 150 MB/s</li> </ul>	15	600.00	9,000.00

	<ul style="list-style-type: none"> <li>• Dimensions (L x W x H): Approximately 44.41 x 12.1 x 8.6 mm</li> <li>• Material: Metal casing with swivel design and keyring hole</li> </ul>			
8.	<b>USB OTG (Lightning) Flashdrive</b> <ul style="list-style-type: none"> <li>• Storage capacity: 16 GB</li> <li>• Connector: USB-A and Lightning</li> <li>• Interface: USB 3.0</li> <li>• Sequential Read Performance: At least 90 MB/s</li> <li>• Dimensions (L x W x H): Approximately 53mm x 4.6mm x 12.1mm</li> </ul>	10	830.00	8,300.00
9.	<b>Highspeed Multi USB Splitter</b> <ul style="list-style-type: none"> <li>• Operating Voltage: At least 5 volts</li> <li>• Item Dimension: Approximately 105 x 53 x 16 mm</li> <li>• Actuator Type: Push Button</li> <li>• Computer Memory Type: 72-Pin Extended Data Out Single In-line Memory Module Memory</li> <li>• Material Type: Polycarbonate</li> <li>• Mounting Type: Plug-in Mount</li> <li>• Transfer speed: up to 5Gb/s</li> <li>• 4-port USB 3.0 switch and 2 pack USB Male cable</li> </ul>	20	1,650.00	33,000.00
10.	<b>Headset with built-in microphone</b> <ul style="list-style-type: none"> <li>• Headphone type: Closed</li> <li>• Driver unit: At least 30 mm</li> <li>• Frequency response: At least 20-20,000 Hz (44.1 kHz Sampling)</li> <li>• With built-in microphone</li> <li>• With volume control</li> <li>• With digital sound enhancement engine</li> <li>• Battery charge method: USB Type C</li> <li>• Battery Life: At least 40H (continuous comms), 200H (waiting)</li> <li>• Bluetooth version: Bluetooth Specification Version 5.2</li> <li>• Effective range: At least 10m</li> <li>• Frequency range: Up to 2.4 GHz band (2.4000 GHz–2.4835 GHz)</li> <li>• With pouch/case</li> </ul>	20	3,700.00	74,000.00
11.	<b>Presentation Remote</b> <ul style="list-style-type: none"> <li>• Connection Type: Bluetooth Smart and 2.4GHz, wireless connection</li> <li>• Wireless range: At least 30 m</li> <li>• Dimensions (HL x W x D): Approximately 131.3 x 28.1 x 12.1 mm</li> <li>• Battery detail: Rechargeable Lithium Polymer, at least 85mAh</li> <li>• Sensor Technology: Motion sensor, 3D accelerometer and Gyroscope</li> <li>• Indicator Lights LED: Battery and Connectivity</li> <li>• System Requirements: Windows 10/11 macOS 12 or later</li> <li>• Accessories: Charging cable, Pouch</li> </ul>	1	2,800.00	2,800.00
12.	<b>HDMI-to-HDMI 2.1 Cable</b> <ul style="list-style-type: none"> <li>• Length: At least 2 m</li> <li>• Nylon Braided</li> <li>• Supports bandwidth up to 48Gbps</li> <li>• Supports higher resolution: At least 8K 60Hz FUHD</li> <li>• Supports Dynamic HDR</li> <li>• HDMI 2.1 version cable</li> </ul>	3	500.00	1,500.00
13.	<b>Wireless Telephone</b> <ul style="list-style-type: none"> <li>• Rechargeable Battery: Ni-MH AAA x 2 (included)</li> </ul>	5	3,500.00	17,500.00

	<ul style="list-style-type: none"> <li>• Frequency: Digital Enhanced Cordless Telecommunications 6.0 1.9 Ghz</li> <li>• Two-way communication</li> <li>• Hold Button, Volume control</li> <li>• Tone equalizer, intelligent eco mode and power back-up operation</li> <li>• Base Unit: with handset locator</li> <li>• Handset: at least 1.8in White Backlit LCD, fulldot monochrome</li> <li>• Dimensions/Weight Base Unit (W x D x H): approximately 107 x 86 x 77 mm, 98g</li> <li>Handset (W x D x H): approximately 48 x 29 x 164 mm, 129 g</li> </ul>			
14.	<b>Genuine Ink for Epson L15150 Printer</b> <ul style="list-style-type: none"> <li>• Ink Code: 008</li> <li>• Ink Color: Black</li> <li>• Page Yield: At least 7,500 pages</li> </ul>	4	1,000.00	4,000.00
15.	<b>Genuine Ink for Epson L15150 Printer</b> <ul style="list-style-type: none"> <li>• Ink Code: 008</li> <li>• Ink Color: Cyan</li> <li>• Page Yield: At least 7,500 pages</li> </ul>	4	780.00	3,120.00
16.	<b>Genuine Ink for Epson L15150 Printer</b> <ul style="list-style-type: none"> <li>• Ink Code: 008</li> <li>• Ink Color: Magenta</li> <li>• Page Yield: At least 7,500 pages</li> </ul>	4	780.00	3,120.00
17.	<b>Genuine Ink for Epson L15150 Printer</b> <ul style="list-style-type: none"> <li>• Ink Code: 008</li> <li>• Ink Color: Yellow</li> <li>• Page Yield: At least 7,500 pages</li> </ul>	4	780.00	3,120.00
18.	<b>Toner Cartridge, HP CF287X (HP87X), Black</b> <ul style="list-style-type: none"> <li>• Print Technology: Laser</li> <li>• Yield Value: At least 18,000 pages</li> <li>• Capacity: High yield</li> <li>• Color: Black</li> <li>• Genuine toner</li> <li>• Must be compatible with HP LaserJet M506</li> </ul>	2	29,800.00	59,600.00

**Terms and Conditions:**

1. The bidding is per item basis. The bidder can bid to any or all items.
2. Delivery must include instruction manual and other accessories needed for the operation of the ICT supplies and materials.
3. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuations in foreign exchange rates and excise duties. Should the equipment be rendered obsolete or phased out by the manufacturer, the upgraded or new version shall be delivered at no added cost to DOE.
4. Item warranty must be one (1) year and at least one (1) year guarantee on all equipment parts/accessories, unless stated. The item is to be guaranteed for trouble free performance for a minimum period of one (1) year after installation. Supplier should warrant that all components shall be new and of the first quality according to specifications and shall be free from defects. The defects, if any, during the warranty period are to be rectified free of charge by arranging free replacement whenever necessary.
5. The technical bid shall include manufacturer’s name, address, and relevant technical literature/brochures with warranty terms.
6. One hundred percent (100%) of purchase price will be released only upon satisfactory completion of commissioning of the equipment within 30 days from issuance of acceptance from end-user.
7. Bidder must include in its submission proof that it is an authorized distributor of item it tenders bid for and preferably must have a proven track record of credible and reliable supply of ICT supplies and materials.
8. Supplier must also include in its submission information as to its capability to provide after-sales service.
9. DOE shall not provide any accommodation/transportation for the engineers/representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier/Philippine agent to make their own arrangements.

10. Bid price must be in Philippine currency and must include all costs attendant to the delivery of the items to DOE-ERDB such as freight, brokerage, duties, and taxes related to the equipment purchase.

**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. (As stated in the Terms of Reference/ Specifications)
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.

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, 3<sup>rd</sup> 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.				
<p><b>General Conditions:</b></p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>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. <b>(As stated in the Terms of Reference/ Specifications)</b></p> <p>3. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p>    a) Mayor's / Business Permit</p> <p>    b) PhilGEPS Registration Number</p> <p>    c) Income / Business Tax Return</p> <p>    d) Omnibus sworn Statement (Annex C)</p>				

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 and Address 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]*