



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

RFQ No.	RFQ-01-0101-2025-03-M0158-0503-0061
Purchase Request No.:	01-0101-2025-03-M0158

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>COMMON OFFICE SUPPLIES FOR 1<sup>st</sup> AND 2<sup>nd</sup> QUARTER OF CY 2025</b>
Approved Budget for the Contract	: <b>Php107,040.00</b>
Mode of Procurement	: <b>Shopping (Sec.52.1)</b>
Bidding Terms	: <b>Per Lot</b>
Delivery Terms/Schedule	: <b>30 Days upon receipt of Purchase Order</b>
Delivery Location	: Department of Energy-Mindanao Field Office, Tolentino 2020 Building, Candelaria Avenue, Ecoland, Matina, 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.

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

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
	<b>COMMON OFFICE SUPPLIES FOR 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER OF CY 2025</b>			<b>107,040.00</b>
1.	Ballpen, black	250 piece	4.00	
2.	Battery, chargeable, AA, 2000mAh, mfd 2025	22 piece	397.00	
3.	Battery, chargeable, AAA, 2000mAh, mfd 2025	28 piece	408.00	
4.	Battery charger, durable, compatible for AA & AAA	2 pieces	450.00	
5.	Battery, dry cell, AA, mfd 2025	20 piece	13.00	
6.	Battery, dry cell, AAA, mfd 2025	20 piece	13.00	
7.	Board Paper, 200 gsm, pale cream, A4	510 pack	30.00	
8.	Board Paper, 185gsm, white, letter	3 pack	61.50	
9.	Board Paper, 185gsm, cornfield cream, letter	3 pack	61.50	
10.	Carbonless Paper, 3 ply (white, pink, yellow), legal	500 piece	4.00	
11.	Caution/Cordon Tape, 300 meters x 3 inches	20 roll	332.00	
12.	Certificate holder, black, A4 size	15 piece	36.50	

13.	clear book, 50 Clear sheet, Blue, Legal	5 piece	90.00	
14.	Clipboard, plastic, legal	30 piece	62.50	
15.	Coupon Bond, Yellow, s.16, letter	6 reams	192.00	
16.	Cork board, 36" x 48"	1 piece	780.00	
17.	Document Case, hard plastic, legal size	20 piece	198.00	
18.	Envelope, documentary, A4, 500s	2 pack	953.00	
19.	Envelope, documentary, legal, 500s	2 pack	995.00	
20.	Envelope, expanding, Kraft, Garterized, 100s	2 box	1,353.00	
21.	Expandable Folder, legal, hard, green, 100s	7 box	2,652.00	
22.	Fastener, Plastic, 50s	9 box	33.50	
23.	Flaglet, assorted colors	20 pad	32.50	
24.	Folder, brown, legal, 100s	3 pack	442.00	
25.	Folder, brown, A4, 100s	3 pack	442.00	
26.	Laminating Film, short	200 piece	10.00	
27.	Magazine File, Double, Large, 40x24x24cm, No Divider, Bright Blue	20 piece	292.00	
28.	Magazine File, Double, Large, 40x24x24cm, No Divider, Green	36 piece	292.00	
29.	Menu cover cookbook	2 piece	352.00	
30.	Note pad, stick on, 50mmx76mm (2"x3"), assorted color	15 pad	16.00	
31.	Sign Pen, 1.0, Black, Ultra-smooth gel ink	24 piece	20.75	
32.	Sticker paper, glossy, white, A4, 10s	3 pack	35.00	
33.	Sticker Paper, matte, white, A4, 10s	20 pack	33.50	
34.	Tape, packaging, 48mm	20 roll	25.50	
35.	Thermal Barcode Sticker Paper, 80mm x 50mm	20 roll	39.50	
36.	Whiteboard, framed, 2x3 ft	1 piece	750.00	
<b>TERMS OF REFERENCE:</b> <ol style="list-style-type: none"><li><b>ITEMS WILL BE PROCURED PER LOT</b></li><li>It would be agreed that there is no escalation of the quotation price.</li><li>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.</li><li>The quoted prices will include the shipping fee to the DOE Mindanao Field Office in Davao City.</li></ol>				
<b>General Conditions:</b> <ol style="list-style-type: none"><li>Quotation shall be valid for sixty (60) days from submission</li><li>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></li><li>The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none"><li>Mayor's / Business Permit</li><li>PhilGEPS Registration Number/Certificate</li><li>Income /Business Tax Return <b>(For ABCs above 500k)</b></li><li>Omnibus sworn Statement (Annex C)</li></ol></li><li>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.</li><li>The Supplier shall clearly state the company name and account name for payment.</li><li>The price quoted is inclusive of all taxes and other charges.</li></ol>				

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 : 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]*