



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

RFQ No.	RFQ-01-0101-2025-05-V0256-0618-0112
Purchase Request No.:	01-0101-2025-05-V0256

**REQUEST FOR QUOTATION**

<b>Title of Procurement/End-user</b>	<b>: PROCUREMENT OF VARIOUS ICT OFFICE SUPPLIES FOR THE VISAYAS FIELD OFFICE</b>
<b>Approved Budget for the Contract</b>	<b>: Php 242,300.00</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: as specified in the requirements</b>
Delivery Location	: Department of Energy – Visayas Field Office, 3 <sup>rd</sup> Floor, Escario, Bldg., 731, Escario St., Cebu City, Cebu.
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 **23 JUNE 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

<b>Terms of Reference/Specifications</b>				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	CAT 6 UTP Cable, 305M	1	12,500.00	242,300.00
2.	USB Wi-Fi and Bluetooth Dongle	12	1,500.00	
3.	Electronic Signature Pad	5	4,950.00	
4.	HDMI Wireless Video Transmitter/Receiver	3	4,900.00	
5.	HDMI Cable	2	2,650.00	
6.	HDMI Splitter	2	2,650.00	
7.	Wireless Presenter	4	3,750.00	
8.	Keyboard and Mouse Combo	15	1,200.00	
9.	Cooling Pad	40	1,050.00	
10.	Power Cord	5	2,050.00	
11.	USB Port Hub	5	1,020.00	
12.	RJ45 CAT6 Connector, 100 pcs	1	750.00	
13.	RJ45 Rubber Boots, 100 pcs	1	550.00	
14.	VGA Cable	5	550.00	
15.	Headset	22	2,550.00	
16.	Enclosure 3.5-inch HDD	5	2,250.00	

**TECHNICAL SPECIFICATIONS**

ITEM NO.	ITEMS
1	CAT 6 UTP Cable, 305M

	<p><i>*Frequency: 250 MHz, capability to support 10BASE-T</i></p> <p><i>*Wire Size: 23 AWG (4 pairs)</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>2</b>	<p><b>USB Wi-Fi and Bluetooth Dongle</b></p> <p><i>*Wi-Fi up to 600Mbps speeds with 200Mbps on 2.4GHz and 433 Mbps on 5GHz, Dual Band, Bluetooth Compatible</i></p> <p><i>*Supports Windows 10/11 for Wi-Fi,</i></p> <p><i>*Supports Windows 10/11 for Bluetooth</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>3</b>	<p><b>Electronic Signature Pad</b></p> <p><i>*Type: Graphic Tablets</i></p> <p><i>*Interface Type: USB</i></p> <p><i>*Pressure Levels: at least 8192</i></p> <p><i>*Resolution: 5080 lpi</i></p> <p><i>*With Pen/Stylus (battery-free), Pen Holder/Storage</i></p> <p><i>*OS Compatibility: Windows 10/11 or later, MacOS 13 or later</i></p> <p><i>*Other Accessories: Driver, Software, Utilities, and Plugins (if necessary)</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>4</b>	<p><b>HDMI Wireless Video Transmitter and Receiver</b></p> <p><i>*Wireless Range: At least 250 meters of transmission range</i></p> <p><i>*Video &amp; Audio Quality: 2.4/5.8GHz 1080P&amp;4K Full HD for Streaming</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>5</b>	<p><b>HDMI Cable</b></p> <p><i>*10 meters, Nylon braided</i></p> <p><i>*1.4 version 3D support</i></p> <p><i>*Support all high resolutions including 480p, 720p, 1080p, and 1180p; multi-channel digital audio with a 10.2 Gbps bandwidth</i></p> <p><i>*HDMI AV cable for HDTV</i></p> <p><i>*HDMI EMI/RFI compliant cable</i></p> <p><i>*24k Gold-plated HDMI plugs and ROHS-compliant cable</i></p> <p><i>*At least one (1) year product warranty</i></p>
<b>6</b>	<p><b>HDMI Splitter</b></p> <p><i>*One (1) input port (female), 4 output ports (female)</i></p> <p><i>*HDMI version 1.4</i></p> <p><i>*4k, 60Hz, *5 V, 1 A</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>7</b>	<p><b>Wireless Presenter with Bluetooth</b></p> <p><i>*Compatibility: Windows 10/11 or later, Mac OS, Chrome OS, Linux OS</i></p> <p><i>*Wireless Connectivity: Advanced 2.4 GHz receiver and Bluetooth</i></p> <p><i>*Wireless Range: At least 20 meters</i></p> <p><i>*Reliability: At least 140,000 hours</i></p> <p><i>*Battery: AA, AAA, or rechargeable</i></p> <p><i>*With Battery Indicator &amp; Laser Pointer</i></p> <p><i>*With at least three (3) buttons for forward navigation, backward navigation, and laser pointer</i></p> <p><i>*No software driver required</i></p> <p><i>*At least one (1) year warranty</i></p>
<b>8</b>	<p><b>Keyboard and Mouse Combo</b></p> <p><i>*With FN Hotkeys</i></p> <p><i>*Laser Inscribed Keys</i></p>

<b>9</b>	<b>Cooling Pad</b>  <i>*Cooling pad for laptop 9" – 17" inches</i> <i>*6 fans</i>
<b>10</b>	<b>Power Cord</b>  <i>*5 meters</i> <i>*6-gang, 3-prong with surge protection</i>
<b>11</b>	<b>USB Port Hub</b>  <i>*3.0 with 4 ports minimum</i>
<b>12</b>	<b>RJ45 CAT6 Connector, 100 pcs</b>
<b>13</b>	<b>RJ45 Rubber Boots, 100 pcs</b>
<b>14</b>	<b>VGA Cable</b>  <i>*1.5m, 15-pin Male</i> <i>*Gold-plated to ensure full conductivity without ghosting and data loss</i> <i>*Bending resistance cable</i> <i>*Supports resolution up to 1080P</i>
<b>15</b>	<b>Headset</b>  <i>*USB Wired</i> <i>*Noise-Cancelling Headset</i> <i>*2.3 meters</i>
<b>16</b>	<b>Enclosure, 3.5-inch HDD</b>  <i>*Supports 3.5-inch SATA I, II, III HDD up to 20TB (maximum capacity), facilitating extensive data storage needs.</i>

**Other Terms:**

1. The winning bidder must conduct an operational demonstration of the item as part of the end-user acceptance.
2. The price quoted must be firm and irrevocable and not subject to any changes whatsoever, even due to the 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 upgrade or new version shall be delivered at no added cost to DOE.
3. The winning bidder shall supply, install and deliver the items at the office of the DOE-VFO in Cebu City.
4. Bid prices must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at the DOE-VFO in Cebu City.
5. The winning bidder must have available maintenance and technical support staff within Metro Cebu.
6. Bidder must replace defective items within a week after return.
7. Only one product brand should be offered by the bidder for items that have more than one unit requirement. The brand of product to be offered must be on the market for at least five (5) years.
8. Each unit shall be free from defects in materials and workmanship.
9. All costs for any repairs and/or replacement of parts of the equipment within the warranty period shall be for the account of the Supplier.
10. The winning bidder shall provide a firm warranty that includes the provision of a service unit in the event of repair or breakdown of any purchased equipment within the warranty period. This temporary unit will be delivered to the DOE-Visayas Field Office in Cebu City within forty-eight (48) hours of notification. Any replacement equipment must have specifications equal to or better than the original and be approved by the DOE-VFO.
11. The duration to complete the delivery and installation of the items shall be within 90 days from the date of receipt of the Notice to Proceed.

12. Payment shall be processed upon completion of delivery, receipt of the billing statement from the winning bidder, and issuance of the Certificate of Acceptance from the End-User.

**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.				

**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
  - 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**

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

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

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**Date**

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*