



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

RFQ No.	RFQ-01-0101-2025-02-0061-0503-0052
Purchase Request No.:	01-0101-2025-02-0061

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT FOR THE SUPPLY, DELIVERY AND ADMINISTRATION OF 900 UNITS OF FLU VACCINE/AS-HRMD
Approved Budget for the Contract	: Php810,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: One (1) Lot
Delivery Terms/Schedule	: Thirty (30) calendar days upon receipt of the Purchase Order (PO).
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, 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 **06 MAY 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	BACKGROUND/RATIONALE The need to procure flu vaccine (quadrivalent 0.5ml pre-filled syringe) for the DOE employees arose from the need to provide vaccination to our employees who are at higher risk of developing serious flu complications. Flu viruses change so quickly such that last year's vaccine may not protect us from this year's viruses. New flu vaccines are released every year to keep up with rapidly changing strains Flu viruses.	900	Php900.00	Php810,000.00
	GENERAL DESCRIPTION The Flu Vaccine/0.5ml quadrivalent pre-filled syringe, that will be supplied by the manufacturer/bidder must be compliant with the			

	<p>Department of Health (DOH) policy, in relation to its National Immunization Program (NIP), particularly in implementing/providing the Flu vaccine, as part of its routine immunization initiatives.</p> <p>The supplier/bidder has passed or must hold a certification from DOH and/or authorized by the Food and Drug Administration (FDA) of the DOH.</p> <p>The Flu Vaccine must be safe and functional based on its medical/chemical components/structure according to the Philippine National Drug Formulary as provided for by Executive Order No. 49 (1993), "Directing the Mandatory Use of the PNDF Volume 1 in the Procurement and Requisition of Drugs and Medicines."</p>			
	<p>PERFORMANCE DESCRIPTION</p> <p>The Flu Vaccine is expected to protect people against the disease/infections caused by influenza viruses.</p> <p>a. The Flu Vaccine must have a manufacturing date of January 2025 onwards and should be administered one (1) month before its expiration date.</p> <p>b. The supplier must submit a Certification duly signed by the President or his/her duly authorized representative, that all components are new, have good quality according to specifications, shipping, handling, and storage, and are free from defects, damage, or spoilage, stamped as PASSED by the FDA.</p> <p>c. The efficacy/protection of the Flu vaccine against the four strains of Influenza virus shall be until March of the following year.</p> <p>d. Each 0.5ml dose will be injected intramuscularly using a sterile needle attached to the pre-filled syringe. The</p>			

	<p>preferred site for injections in the adult body part is the deltoid muscle of the upper arm.</p> <p>e. The Flu Vaccine will be administered based on the delivery terms:</p> <ol style="list-style-type: none">1. DOE Central Office in Taguig City.2. DOE-LFO(Pangasinan), DOE-MFO(Davao), and DOE-VFO(Cebu)			
	<p>ENVIRONMENTAL CONSIDERATIONS and PACKAGING</p> <p>a. The Flu Vaccine/0.5ml pre-filled syringe must be placed in a duly sealed box. The boxes per 0.5ml pre-filled syringe must be placed in the delivery boxes. The Supplier must conform with the environmental considerations-to ensure safety, assurance, completeness, quality, with stamp of product serial/code numbers, manufacturing, and expiry date.</p> <p>b. The Supplier must first and foremost also consider not only the product safety, but zero damage or deterioration during transit to and from the manufacturer/supplier and the DOE.</p> <p>c. The packaging must be sufficient to withstand, without limitation, rough handling during transit, and exposure to extreme temperatures, and open storage.</p> <p>d. The packaging case, size, and weights must also take into consideration, where appropriate, the distance and absence of heavy handling facilities, at all points of transit.</p>			
	<p>TAXES/DUTIES/ETC</p> <p>The Supplier's bid price must already cover all cost such as, delivery charges, brokerage, duties, taxes, etc.</p>			

DELIVERY TERMS				
Number of Flu Vaccines	Schedule of Delivery of the Flu Vaccine to the DOE			
900 units	Complete administration on or before June 30,2025			
a. The delivery receipts for the Flu Vaccine must be duly received by the concerned staff from: DOE-Central Office in Taguig City Clinic office (DOE Nurse); DOE-LFO (focal person), DOE-MFO (focal person), DOE-VFO (focal person)				
AFTER SALES/SERVICE				
<p>Should there be concerns on side effects or adverse reactions that may arise from the administered flu vaccine,</p> <p>the supplier shall provide medical support and/or assistance until such time the individual has fully recovered.</p> <p>(Note adverse may be referred / viewed</p> <p>in link https://www.cdc.gov/flu/prevent/flushot.htm)</p> <p>There were few side effects associated with Influenza vaccines but the frequency of such occurrence is uncommon based on literature. The overall frequency of symptoms in Groups 1 and 2 was low. The absolute risk of a flu-like illness was 5.5 % higher during the first week following influenza vaccination as compared with the third week after injection. These symptoms did not result in a decreased ability to perform usual usual daily activities. Please refer to this study https://pubmed.ncbi.nlm.nih.gov/2294762/</p>				
PAYMENT TERMS:				
Payment will be processed within thirty (30) days upon completion of all the deliveries, administration, issuance of				

	<p>certificate of acceptance from the end-user, and submission of all required documents. Payment is through List of Due and Demandable Accounts and Payable-Advanced/Debit (LDDAP) Account subject to government budgeting, accounting, and auditing rules.</p>			
	<p>OTHER REQUIREMENTS</p> <p>The Supplier must submit a CERTIFICATION as to its statement relating to its compliance to items No. 1: functional, 2: performance, and 3: environmental/packaging, and Items 4,5 and 6, duly signed by its President or authorized signatory.</p>			
<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. (As stated in the Terms of Reference/ Specifications) 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 (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, 3rd 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>General Conditions:</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. (As stated in the Terms of Reference/ Specifications)</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]