



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

RFQ No.	RFQ-01-0151-2024-04-0204-0722-0103
Purchase Request No.:	01-0151-2024-04-0204

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS/IEC MATERIALS UNDER BIOFUELS PROGRAM FY 2024
Approved Budget for the Contract	: Php582,000.00
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Forty-five (45) 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, 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 **25 July 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Lot	Description/Specification	Quantity	Unit Cost	Total ABC
1	<u>Reversible Bag</u> Size: customized Material: 14oz canvass Style: reversible Color: navy blue and natural canvass Print: 3 logos, silk screen or embroidery Packaging: individual opp bag Snap enclosure	200 pcs,	650.00	130,000
	<u>Bamboo Notebook with pen</u> Cover material: bamboo Color: natural bamboo Size: a5 Binding: spiral Inner pages: 80 sheets with 2 pager information sheet on Biofuels Program Print: 3 logos, laser engraved Packaging: individual opp bag	200 pcs.	450	90,000

	<p><u>Corporate Gift Set</u></p> <p>Inclusions:</p> <p>Double wall glass cup with handle</p> <p>Material: borosilicate glass</p> <p>Color: transparent</p> <p>Lid: bamboo</p> <p>Size: 250ml (8.3 x9 cm)</p> <p>Feature</p> <p>High quality borosilicate glass</p> <p>Double wall</p> <p>Clear body</p> <p>Glass handle</p> <p>Heat resistant</p> <p>Print: 3 logos, decal print or sandblast</p> <p>Packaging : individual manufacturers standard box</p> <p>Bamboo Coffee press</p> <p>Material: borosilicate glass + bamboo</p> <p>Size: 800ml</p> <p>Feature:</p> <p>Borosilicate glass french press coffee maker</p> <p>Made of durable borosilicate glass</p> <p>Corporate Gift Set</p> <p>Inclusions:</p> <p>Double wall glass cup with handle</p> <p>Material: borosilicate glass</p> <p>Color: transparent</p> <p>Lid: bamboo</p> <p>Size: 250ml (8.3 x9 cm)</p> <p>Feature</p> <p>High quality borosilicate glass</p> <p>Double wall</p> <p>Clear body</p> <p>Glass handle</p> <p>Heat resistant</p> <p>Print: 3 logos, decal print or sandblast</p> <p>Packaging : individual manufacturers standard box</p> <p>Bamboo Coffee press</p> <p>Material: borosilicate glass + bamboo</p> <p>Size: 800ml</p> <p>Feature:</p> <p>Borosilicate glass french press coffee maker</p> <p>Made of durable borosilicate glass</p> <p>Exquisite stainless steel mesh screen</p> <p>Comfortable bamboo lid & handle design</p> <p>Food grade material, BPA free</p> <p>Color: transparent and natural bamboo</p> <p>Packaging: individual manufacturers standard box</p> <p>Packaging:</p> <p>Size: customized</p> <p>Features:</p> <ul style="list-style-type: none">• Matte finish• With EVA foam embedding and top is covered in	100 sets	1,850.00	185,000.00
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	<p>black velvet for notebook and pen</p> <ul style="list-style-type: none">• Seamless magnetic lock for enclosure <p>Material: hard premium board</p> <p>Board Thickness: 2mm</p> <p>Color: Black</p> <p>Print: 3 logos, Silver foil stamping of logos / full color print</p> <p>Paper Bag</p> <p>Size: customized</p> <p>Features: Matte finish with braided string</p> <p>Material: c2s</p> <p>Thickness: 250gsm</p> <p>Color: Black</p> <p>Print: 3 logos, Silver foil stamping of logos/ full color logos</p>			
	<p><u>Bamboo Cutlery Set</u></p> <p>Material: bamboo</p> <p>Size: 20cm</p> <p>Feature:</p> <p>Eco friendly</p> <p>Biodegradable</p> <p>Portable</p> <p>Inclusion:</p> <ol style="list-style-type: none">1. a serrated blade knife2. a sharp fork3. a round spoon4. a travel pouch5. a pair of handcrafted chopsticks	150 sets	350.00	52,500.00
	<p><u>Tumbler bag high end</u></p> <p>Bottle Bag size: 8.25"H x 3.5"W x 3.5"D</p> <p>Zipper Pouch size : 6.75"H X 3.5" W X 0.75"D</p> <p>Materials: Exterior - Wrinkle Nylon with canvass</p> <p>Interior - Recycled Polyester</p> <p>Capacity: 32oz to 40oz</p> <p>Features:</p> <p>Water sling bag</p> <p>Side handle</p> <p>Front pouch for phone, money or card</p> <p>Drawstring lock cord</p> <p>Insulated crossbody water bag</p> <p>Dismountable sling strap</p> <p>Waterproof</p> <p>High quality zipper</p> <p>Color: natural cream</p> <p>Print: 3 logos, full color print</p>	150 sets	830.00	124,500

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Company Profile, Certification and licenses and Program design must be present together with the quotation shall be submitted together with the quotation/proposal. Non-submission 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 **(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.

TERMS OF REFERENCE/SPECIFICATIONS

1. The prices quoted shall not be subject to any change.
2. Supplier should warrant that all items according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement of parts whenever necessary.
3. Delivery Terms: 45 days upon receipt of Purchase Order (P.O.).
4. The participating bidder should secure a very satisfactory rating certification from the latest purchaser/end-user.
5. Payment Terms: Within 30-45 days upon full delivery of items and upon submission of complete documents and acceptance by the end-user subject to the usual government accounting and auditing procedures.
6. Total bid price is inclusive of cost of duties and taxes.
7. The procurement should be in a lot basis.

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> <ol style="list-style-type: none">Quotation shall be valid for sixty (60) days from submissionSample/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)The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">Mayor's / Business PermitPhilGEPS Registration NumberIncome / Business Tax ReturnOmnibus sworn Statement (Annex C)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.The Supplier shall clearly state the company name and account name for payment.The price quoted is inclusive of all taxes and other charges.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 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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]