



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

RFQ No.	RFQ-01-0101-2025-03-M0159-0515-0069
Purchase Request No.:	01-0101-2025-03-M0159

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>PROCUREMENT OF ICT SUPPLIES, PERIPHERALS, NETWORK EQUIPMENT, AND PRINTING CONSUMABLES FOR 1ST QUARTER OF CY 2025</b>
Approved Budget for the Contract	: <b>Php163,230.00</b>
Mode of Procurement	: <b>Small Value Procurement (AMP53.9)</b>
Bidding Terms	: <b>Per Item</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 St., Ecoland, Matina, Davao City
Payment Terms	: Payment shall be processed within thirty (45) 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
	<b>PROCUREMENT OF ICT SUPPLIES, PERIPHERALS, NETWORK EQUIPMENT, AND PRINTING CONSUMABLES FOR 1ST QUARTER OF CY 2025</b>			<b>163,230.00</b>
1.	Canon PIXMA 790 Ink Bottle, Magenta, Ink bottle	12	515.00	
2.	Canon PIXMA 790 Ink Bottle, Cyan, Ink bottle	12	485.00	
3.	Canon PIXMA 790 Ink Bottle, Yellow, Ink bottle	12	485.00	
4.	Canon PIXMA 790 Ink Bottle, Black, Ink bottle	24	485.00	
5.	LEXMARK Printer CX522ADE Toner, Black, Standard Capacity Ink Cartridges	3	7,660.00	
6.	LEXMARK Printer CX522ADE Toner, Cyan, Black, Standard Capacity Ink Cartridges	3	8,710.00	
7.	LEXMARK Printer CX522ADE Toner, Magenta, Black, Standard Capacity Ink Cartridges	3	8,710.00	
8.	LEXMARK Printer CX522ADE Toner, Yellow, Black, Standard Capacity Ink Cartridges	3	8,710.00	
9.	Computer Mouse (Optical, USB, 800-1600 DPI, 3 Buttons, 150 cm Cable),	10	390.00	
10.	USB Wireless Presenter Red Laser (2.4 GHz, 20m Range, 2x AAA Batteries, Black)	3	1,500.00	
11.	1TB Solid-State Drive (SSD), high-speed read/write, compatible with multiple devices (SATA)	1	7,000.00	

12.	8 GB RAM Module (DDR3 SDRAM, 240-pin), 240-Pin DIMM, High-Speed Performance	1	2,000.00	
13.	12V 9AH 20HR UPS Sealed Lead Acid Battery (VRLA AGM), Valve-Regulated Lead Acid (VRLA), Absorbent Glass Mat (AGM), Compatibility - APC, LEOCH, KAZUKI UPS Systems, Durability High -performance, maintenance-free design	5	2,200.00	
14.	1TB 3.5" SATA Internal Hard Drive (HDD) for Desktop, Interface SATA 6Gb/s, Cache - Minimum 64MB, Rotation Speed - 7200 RPM, Compatibility - Desktop PCs, Workstations, Storage Enclosures, and CCTV/DVR/NVR systems, Performance - High-speed, reliable data access for computing and storage needs	1	4,000.00	

**TERMS OF REFERENCE:**

**I. BIDDERS QUALIFICATION REQUIREMENTS**

- a. The bidder must have at least two (2) years of experience in providing ICT supplies or a related industry. Proof may include a Certificate of Registration (COR) or DTI/SEC Registration showing at least two years of operation,
- b. The bidder must submit a valid BIR Tax Clearance Certificate.
- c. The bidder must be an authorized distributor or reseller for the following OEM products:
  - 1. Lexmark toner cartridges
  - 2. Canon ink bottles
- d. To prove authenticity, the bidder must submit a Certificate of Authenticity (COA), Manufacturer's Authorization Letter (MAL), or any equivalent document issued by the OEM or an officially recognized distributor that verifies the bidder's authorization to supply the specified products.
- e. Bidders may submit offers for one, multiple, or all items. However, they must meet the eligibility requirements for each item they bid for, including the OEM certification for Lexmark toner and Canon ink.

**II. SCOPE OF WORK**

- a. Supply and delivery of ICT supplies, peripherals, network equipment, and printing consumables to DOE-MFO.
- b. All ICT supplies, peripherals, and consumables must be brand-new, sealed, and free from defects. Refurbished, remanufactured, or compatible products shall not be accepted.
- c. The following items must be Original Equipment Manufacturer (OEM) products:
  - 1. Lexmark toner cartridges
  - 2. Canon ink bottles
- d. Procurement shall be awarded on a per-item basis and not per lot. Each item will be evaluated independently, and bidders may be awarded only the items for which they have submitted the lowest responsive bid.

**II. TERMS AND CONDITION:**

- a. The prices quoted shall be firm and irrevocable and shall not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties;
- b. The supplier shall warrant that all ICT supplies are original, new, of first quality according to the specifications, and free from defects;
- c. The total bid price must cover all costs, including freight, brokerage, duties, and taxes, related to the delivery of the item;
- d. A penalty of 1/10 of the item's total contract price per day shall be imposed for delays beyond the stipulated 30-day delivery period unless justified by force majeure.

**A. Provision of Warranty Certificate**

- The following minimum warranty periods shall apply:

- ICT peripherals and network equipment (mouse, SSD, RAM, HDD, UPS battery, WiFi router) – at least one (1) year warranty.
- Printing consumables (toner cartridges, ink bottles) – at least three (3) months warranty against defects.
- The Lexmark Toner must have a separate written Warranty Certificate from the supplier.
- In the event of a defective item, the supplier must provide a replacement unit of equal or better specification within 15 calendar days, at no additional cost to DOE-MFO.
- The supplier must bear all costs related to returns, replacements, and shipping of defective units.

**B. Delivery Schedules:**

- Upon delivery, DOE-MFO shall conduct a quality inspection and verification process to ensure that all items conform to the specifications listed in this TOR.
- DOE-MFO reserves the right to reject any item that is not brand-new, OEM-certified, defective, expired, or not compliant with the specifications.
- Each winning bidder shall be responsible for the delivery of only the items awarded to them.
- Partial deliveries from different suppliers shall be accepted, provided they meet DOE-MFO's inspection and acceptance criteria.

### **III. TERMS OF PAYMENT**

- a. Payment shall be made to each winning bidder separately, within 45 days upon DOE-MFO's final acceptance of their respective delivered items and receipt of the complete Statement of Account (SOA) and supporting documents.
- b. For any item delivered beyond the agreed period, the corresponding penalty shall be deducted from the payable amount.
- c. All payables for the current month must be billed by submitting a Statement of Account (SOA) in two (2) copies to the Department of Energy – Mindanao Field Office within five (5) days of the succeeding month, along with a report on the total ICT supplies delivered, peripherals, network equipment, and printing consumables duly signed by the MFO Administrator.
- d. DOE-MFO reserves the right to withhold or reject payment for any item that fails inspection, does not meet the required specifications, or is found defective upon delivery.

#### **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 – Mindanao Field Office, Tolentino 2020 Building, Candelaria St., 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

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>				

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**

**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]*