



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

RFQ No.	RFQ-01-0151-2022-03-0038- 0726-0109
Purchase Request No.:	01-0151-2022-03-0038

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: (3 <sup>rd</sup> posting) <b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES UNDER THE BIOFUELS PROGRAM</b>
Mode of Procurement	: <b>Small Value Procurement (AMP 53.9)</b>
Bidding Terms	: <b>Per Lot</b>
Delivery Terms/Schedule	: <b>45 days upon receipt of Purchase Order</b>
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.

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 **01 August 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
Lot No.	Description/ Specification:	Quantity
	<b>TOTAL</b>	<b>106,000.00</b>
1.	Sign Here Post it Flags - Size approx. 1"x1.7	60 packs
	Loose Leaf Plastic Ring Binder Combs for Loose Leaf - - Approx. 50 sheets capacity, A4	50 pcs
	Writing Notebook (100 leaves) - - Hardbound cover/100 leaves	60 pcs
	Disinfectant Spray 510 g - - Original Equipment Manufacturer (OEM)	50 pcs
	Label Sticker for Biofuel Sample - - Size approx: min 24MM X 90MM	50 packs
	Magnetic Whiteboard - - Min 4 feet x 8 feet, erasable	3 pcs
	Certified True Copy Rubber Stamp - - Self-inking rubber stamp	3 pcs
	Extension Cord with USB Port Charger - - Heavy duty, min 4 universal socket, min 2 meters long and USB charger hub	3 pcs
	a. The prices quoted shall not be subject to any change. b. 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. c. Delivery Terms: 45 days upon receipt of Purchase Order (P.O). d. Payment Terms: Within 30 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. e. Total bid price is inclusive of cost of duties and taxes.	

**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. **(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
  - 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.