



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

RFQ No.	RFQ-01-0151-2022-09-0337-1104-0177
Purchase Request No.:	01-0151-2022-09-0337

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Dri-fit Polo Shirt with Design and Printing and Customized Ceramic Mugs
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 30 days upon receipt of approved Purchase Order (PO)
Delivery Location	: Department of Energy – Visayas Field Office, 3rd 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.

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 **10 November 2022, 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications						
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC		
	No.	Item	Quantity	Unit	Unit Price	Allocated Budget for Contract (ABC)
	1	Dri Fit Polo Shirt with Design and Printing	100	Set	380.00	38,000.00
	2	Customized Ceramic Mugs	500	Set	60.00	30,000.00
	TOTAL					68, 000.00
1.	1. Dri-Fit Polo Shirt					
	Technical Specification					
	a. Material must be polyester					
	b. Sizes and Quantity: Small- 25 pcs, M-50 pcs, L-25 pcs					
	c. Color: Three color- White, Royal Blue and Yellow					
	d. Price must be inclusive of a digitally printed DOE Logo (2.0 in to 2.5 in) at the front and silk screen print at the back portion					
	e. Packaging: Individually wrapped in plastic/ 100 pcs					
Terms and Conditions:						
1. The prices quoted shall be firm and irrevocable and not subject to whatever changes even, to increase in cost of raw material components and fluctuations in foreign exchange rates and excise duties. 2. Supplier should warrant that all components shall be new and of first quality according to specifications and shall be guaranteed to be free from defects.						

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
	<div>3. Bidder must submit sample with all available sizes of appropriate material to be retained by the end-user until delivery for comparison.</div> <div>4. The material and dimension must not be subjected to any change even due to increase in raw cost materials.</div> <div>5. The bidder must replace defective items within a week after return</div> <div>6. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc, that are attendant to the delivery of the Dri Fit Polo Shirt to VFO.</div> <div>7. Total bid price is inclusive of cost of deliveries, duties and taxes.</div> <div>8. The point of Delivery shall be the VFO office in Cebu City.</div>			
2.	2. CERAMIC MUGS			
	Technical Specification			
	a. Material: White Ceramic with Dimension of 3.0-3.5 inches circumference and 3.5-4.0 inches in height.			
	b. Digital Print and must occupy at least ¾ of the Mugs with Black Color Text for the following slogans b.1. SAVE ENERGY, SAVE EARTH b.2. EE & C IS MY WAY OF LIFE b.3. TODAY’S WASTAGE IS TOMORROW’S SHORTAGE b.4. ENERGY SAVED IS ENERGY PRODUCED b.5. USE ENERGY RIGHT. MAKE THE FUTURE BRIGHT			
	c. Packaging: 100 pcs per box with divider to safely secure the items.			
Terms and Condition				
<div>1. The prices quoted shall be firm and irrevocable and not subject to whatever changes even, to increase in cost of raw material components and fluctuations in foreign exchange rates and excise duties.</div> <div>2. Supplier should warrant that all components shall be new and of first quality according to specifications and shall be guaranteed to be free from defects.</div> <div>3. Bidder must submit sample with all available sizes of appropriate material to be retained by the end-user until delivery for comparison.</div> <div>4. The material and dimension must not be subjected to any change even due to increase in raw cost materials.</div> <div>5. The bidder must replace defective items within a week after return</div> <div>6. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc, that are attendant to the delivery of the Customized Ceramic Mugs to VFO.</div> <div>7. Delivery Terms: 20 days upon receipt of Approved Purchase Order (PO).</div> <div>8. Total bid price is inclusive of cost of deliveries, duties, and taxes.</div> <div>9. Payment Terms: Net 30 days upon submission to DOE accounting of the original PO and invoice and certificate of acceptance.</div> <div>10. The point of Delivery shall be the VFO office in Cebu City.</div>				
General Conditions:				
<div>1. Quotation shall be valid for sixty (60) days from submission</div> <div>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)</div> <div>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)</div> <div>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.</div> <div>5. The Supplier shall clearly state the company name and account name for payment.</div> <div>6. The price quoted is inclusive of all taxes and other charges.</div> <div>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.</div>				