



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

RFQ No.	RFQ-01-0101-2022-05-0135-0518-0052
Purchase Request No.:	01-0101-2022-05-0135

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF GLASS PLAQUE AS TOKEN OF RECOGNITION TO COMPLIANT RCOA PARTICIPANTS UNDER DOE REPORTORIAL REQUIREMENTS
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 30 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.

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 **23 May 2022, Monday, 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications					
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC	
1.	Glass Plaque		128 pcs.	1,000.00	128,000.00
	Material:	Glass			
	Body:	single mounted glass			
	Base:	bronze glass base			
	Size:	7 inch H x 5 inch W x ¼ inch thickness			
	Packaging	Bubble wrap, Carton box			
	Usage:	Display, recognition			

2.				
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. 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:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) Income /Business Tax Returnd) 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.				