



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

RFQ No.	RFQ-01-0151-2022-06-0169-0705-0084
Purchase Request No.:	01-0151-2022-06-0169

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>FY2022 ICT SUPPLIES UNDER LOCALLY-FUNDED PROJECTS (LFP)</b>
Mode of Procurement	: <b>Small Value Procurement (AMP 53.9)</b>
Bidding Terms	: <b>Per Lot</b>
Delivery Terms/Schedule	: <b>60 Calendar Days upon received of the approved Purchase Order (PO)</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 **11 July 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Lot No.	Description/ Specification:	Quantity	Unit Price	Total ABC
Lot 1	Kyocera Toner TK-5244K for Ecosys M5526CDW	45	5,800.00	261,000.00
	Kyocera Toner TK-5244C for Ecosys M5526CDW	25	6,900.00	172,500.00
	Kyocera Toner TK-5244M for Ecosys M5526CDW	25	6,900.00	172,500.00
	Kyocera Toner TK-5244Y for Ecosys M5526CDW	25	6,900.00	172,500.00
		Total		778,500.00
Lot 2	Wireless Mouse, 2.4 GHz with USB Nano Receiver, Optical Tracking, Plug and Play, ideal for Left or right hand	15	700.00	10,500.00
Lot 3	Memory SD Card for DSLR / Camera (64GB)	10	1,050.00	10,500.00
	<b>TERMS OF REFERENCE</b>  1. Bids shall be on a per lot basis 2. All items in a lot should be offered 3. The price quoted shall not be subject to any changes. 4. Delivery Terms: 60 calendar days upon receipt of approved Purchase Order (PO). 5. Warranty of Items as prescribed by the supplier 6. Total bid Price is inclusive of cost duties and taxes			
<b>General Conditions:</b> 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. <i>(If applicable)</i>				

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.