



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

RFQ No.	RFQ-01-0151-2022-06-0168-0705-0083
Purchase Request No.:	01-0151-2022-06-0168

REQUEST FOR QUOTATION

Title of Procurement/End-user	: FY2022 OFFICE SUPPLIES UNDER LOCALLY-FUNDED PROJECTS (LFP)
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 60 Calendar Days upon received of the approved Purchase Order (PO)
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 **11 July 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Double Adhesive Tape (clear easy tear), 24mm x 40m	40 rolls	190.00	7,600.00
2.	Duct Tape, 48mm x 10m	40 rolls	285.00	11,400.00
3.	Double-Sided Tape Foam Type, 24mm x 9m	50 rolls	165.00	8,250.00
4.	Sticker Paper Glossy, 80gsm, A4/10s	250 packs	175.00	43,750.00
5.	Sticker Paper Matte, 80gsm, A4/10s	250 packs	165.00	41,250.00
6.	Photo Paper High Gloss, 230gsm A4/20s	280 packs	265.00	74,200.00
7.	Vellum Board White, 220gsm A4/10's	300 packs	175.00	52,500.00
8.	Vellum Board White, 220gsm Short/10's	300 packs	150.00	45,000.00
9.	Office Laminating Film, A4 20/pack	200 packs	365.00	73,000.00
10.	PVC Book Binding Cover, 250 microns, A4/10s	200 packs	215.00	43,000.00
		TOTAL		399,950.00
	TERMS OF REFERENCE 1. Bids shall be on a per item basis 2. The price quoted shall not be subject to any changes. 3. Delivery Terms: 60 calendar days upon receipt of approved Purchase Order (PO). 4. Warranty of Items as prescribed by the supplier 5. Total bid Price is inclusive of cost 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.