



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

Solicitation No.	RFQ-02-0101-2022-02-0026-0304-0020
Purchase Request No.:	02-0101-2022-02-0026

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Services for the Printing and Binding of Energy Sector Accomplishment Report 2016 - 2021
Mode of Procurement	: Small Value Procurement
Bidding Terms	: 200 pcs.
Delivery Terms/Schedule	: Forty-five (45) days after approval of final blueprint
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 **10 March 2022, Thursday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Procurement of Services for the Printing and Binding of Energy Sector Accomplishment Report 2016 - 2021	200	Pcs.	300,000.00
2.	Concept, layout design for offset printing of books (with text, original stock photos, infographic tables and graphs, infographics) <ul style="list-style-type: none">At least 3 Layout Design Studies for CoverAt least 3 Layout Design Studies for Inside (templates)Layout design (Specialized for concept/layout design)Design prepared for offset printing specs (AP CS2/ AI CS2/ INDESIGN CS)Layout design for the approved concept (1-2)Progressive proofing – digital printout (3-4 Revisions)Pages – cover to coverWith free concept studies (Specialized concept for book designing)3 Concept studies for cover and inside (Templates)			
3.	Offset printing with the following specifications: Description: Energy Sector Accomplishment Report 2016-2021 Size: A4 Pages :110 pages including cover, 2 sides print Stock : Cover 200 lbs. Inside – Matte coated 100 lbs. Color: Cover – Full colors			

	Inside – Full colors Lamination: Matte lamination, Spot UV on cover Binding: Perfect binding Others: With concept, design lay-out			
4.	<p>Bidder must :</p> <ol style="list-style-type: none">1. Submit at least three (3) samples of previously printed and bounded materials to verify the quality of the service.2. Submit at least three (3) designs each for cover and inside pages after receipt of PO to choose from.3. Submit certification of at least three (3) very satisfactory rating from previously awarded similar contract.4. Have a dedicated artist for the project to facilitate immediate coordination and proper understanding between client and printer/publisher on conceptualization and creative input during the layout and design.5. Proofing:<ul style="list-style-type: none">• Initial submission of proofing for review and correction – Within one week after receipt and concurrence of Work Order.• Progressive proofing should be done within two (2) days for minor correction and three (3) days for major correction.A. Delivery: Forty-five (45) days after approval of final blueprint.B. Winning bidder should provide e-file copy in PDF format of the ESAR 2016-2021C. Payment Term:<ol style="list-style-type: none">1. Within thirty (30) days upon full delivery of printed copies and issuance of the end-user of the Certificate of Acceptance.2. Total bid price is inclusive of cost of taxes and other charges, such as bank charges.			
<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.				