



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

RFQ No.	RFQ-02-0151-2023-08-0369-0908-0168
Purchase Request No.:	02-0151-2023-08-0369

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF VARIOUS SPORTS SUPPLIES AND SPORTS UNIFORMS FOR THE CONDUCT OF 2023 DOE SPORTS TOURNAMENT
Approved Budget of the Contract	Php426,050.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: (1) Delivery Terms for the Sports Supplies: Within 15 days upon receipt of Purchase Order : (2) Delivery Terms for the Sports Uniforms: 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 of acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE IN A ONE (1) PDF FILE FORMAT

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 **12 September 2023, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

TERMS OF REFERENCE/SPECIFICATIONS					
Total ABC: 426,050.00					
Lot 1 : SPORTS UNIFORMS					ABC: 229,200.00
QUANTITY	UNIT	ITEM	UNIT COST	SPECIFICATION	
1 LOT	120	set	Basketball Jersey Uniform	Php900.00/set	100% Polydex with climacool material Sublimated basketball jerseys with preset patterns printed on full dye sublimation technology Lightweigh, strong and breathable polydex fabrics Jersey (NBA cut) and Shorts Twice-reinforced seams Team Colors (Purple, Light Blue, Dark Blue, Red, Gray, Orange, Gold, Green Forest) Available sizes from XS to 3XL
	130	pcs	Volleyball Shirts	Php600.00/pc	100% Polyester with climacool material Machine Wash & Hand Wash Sublimation print Shirt only

					Team Colors (Orange, Gold, Black, Gray, Blue, Green, Red, Light Blue, Purple) Available sizes from XS to 3XL
	72	pcs	Badminton Shirts	Php600.00/pc	100% Polyester Dri-fit material Machine Wash & Hand Wash Sublimation print Shirt only Team Colors (Yellow, Green Orange, Indigo, Red, Blue) Available sizes from XS to 3XL

VOLLEYBALL JERSEY SIZES 130

MEN

S	M	L	XL	2XL	TOTAL
4	12	34	5	5	60

WOMEN

XS	S	M	L	XL	TOTAL
13	16	15	23	3	70

BASKETBALL 120

S	M	L	XL	2XL	3XL	TOTAL
10	26	43	25	10	6	120

BADMINTON 72

MEN

XS	S	M	L	XL	2XL	3XL	TOTAL
1	3	10	11	5	6	3	39

WOMEN

XS	S	M	L	XL	2XL	3XL	TOTAL
4	8	6	10	3	1	1	33

Note: Sizes are subject to change based on the actual sizes of the winning bidder

Basketball Jersey Design



Volleyball Shirt Design



Badminton Shirt Design



Lot 2: BADMINTON SPORTS SUPPLIES					ABC : 42,500.00
QUANTITY		UNIT	ITEM	UNIT COST	SPECIFICATION
1 Lot	25	tubes	Badminton Shuttlecock	Php1,500.00/tube	Goose feathers with two-layer wood head and composition cork Weigh between 4.74 to 5.50 grams Tournament grade or higher 12 pcs white shuttlecocks per tube
	3	pcs	Badminton Net	Php1,500.00/pc	Standard Braided Badminton Net (Nylon) Color: Red/Green Mesh: White Hem Approximate measurement for: Mesh Size is 19mm Headband Thickness is 37mm Badminton Net Size is 6 meters x 2.5 feet
	2	pcs	Scorebook	Php250.00/pc	At least 80 pages per book
Lot 3: BASKETBALL SPORTS SUPPLIES					ABC: 20,600.00
1 Lot	4	pcs	Basketball (Ball)	Php3,000.00/pc	Basketball Official Ball size 7, Premium composite Leather for indoor and outdoor Butyl Bladder Signature 12 panel design
	2	pcs	Heavy Duty Ring with Net	Php3,000.00/pc	Solid Steel Rim 18 inches (46cm) in diameter
					with White cord net with approximate 18" in length

	1	pcs	Ball Pump with Air Pressure Gauge	Php1,600/pc	Electric Ball Pump
	4	pcs	Scorebook	Php250.00/pc	At least 80 pages per book

Lot 4: VOLLEYBALL SPORTS SUPPLIES					ABC: 15,000.00
1 Lot	4	pcs	Volleyball (Ball)	Php2,500.00/pc	High quality "microfiber" synthetic leather "Nano Balloon Silica" sweat absorbing function International Competition Game Ball (FIVB Approved) Perfectly balanced aerodynamic panel design for improved visibility and ball control Double-layered "no-leak" butyl rubber bubble
	1	pc	Volleyball Net	Php1,500/pc	Nylon Net Approximate measurement for: Net thickness is 2.6mm Mesh spacing is 10cm Headband: Cotton yarn
	2	pcs	Volleyball Antenna	Php1,500.00/pc	Made of fiberglass Features clamps that attach to both the top and bottom of net. Clamps can be replaced or repaired if damaged Size: approximate 6.5 x 7 x 183cm
	2	pcs	Scorebook	Php250.00/pc	At least 80 pages per book
Lot 5: TABLE TENNIS SPORTS SUPPLIES					ABC: 50,250.00
1 Lot	2	pcs	Table Tennis (Table with wheels)	Php15,000.00/pc	Designed for tournament level play H-style legs with integrated leg levelers 4" machine grade, ball-bearing casters with locks Folds for compact storage and playback positions with 72" Tournament Style Net Set with tension adjust and cotton blend net table tennis standard net included
	1	pc	Table Tennis Robot Ping Pong Ball Machine	Php15,000.00/pc	Material: PVC Rated Voltage: 100-240V Serving Speed: 4-40m/s Minimum Ball Capacity: 120 balls Maximum Ball Capacity: 10 balls Point of Fall: Random Spin: Topspin, underspin, non-spin, left and right side spin Item Weight: approximate 4kg / 8.8lb
	1	pc	Net Catcher	Php2,500.00/pc	Made of stainless steel frame with side netting

					Dimension : approximate 18"L x 66"W x 28"H
	5	box (3 pcs per box)	Polyball (Table Tennis Ball)	Php500.00/box	High quality ITTF approved competition ball
	1	pc	Scorebook	Php250.00/pc	At least 80 pages per book

Lot 6: DARTS SPORTS SUPPLIES					ABC: 10,500.00
1 Lot	3	pcs	Dart Board	Php1,500.00/pc	Wire Dartboard 18 Inch Professional International Standards Movable number ring NDFP official dartboard
	4	set	Dart Pins	Php1,500.00/set	Tungsen Barrels Colormaster Shafts Polyester Flights (2 sets) with case
Lot 7: BILLIARDS SPORTS SUPPLIES					ABC: 18,000.00
1 Lot	4	pcs	Billiards Cue Stick	Php2,000.00/pc	Made in two pieces, with a joint in the middle. The joint allows for easy disassembly and transport of the cue. Cue stick butt (lower portion of the cue stick) with wrap and butt plate Size: approximate 57-59 inches 12mm cue tip Wrap: Laminate Stainless steel joint
	1	set	Billiards Table Cloth (installation included)	Php10,000.00 /installation included	Good for 9ft. (Max) standard billiard tables. Nylon Material Can use both sides of the cloth
	4	pcs	Billiards pockets (installation included)		Rubber Material Fits any standard-sized billiard table.
	1	set	Billiard side & corner cushions (installation included)		Cushion Count: 6 Cushions Total Length: approximate 49"
Lot 8: CHESS SPORTS SUPPLIES					ABC: 40,000.00
1 Lot	20	pcs	Digital Chess Clock	Php1,500.00/pc	Competition Type Batteries included 1-2 hour limit Separate 2P Timer Control
	20	pcs	Chess Mat	Php500.00/pc	Rubber mat with a sling bag for chess mat and pieces

SUMMARY OF COST ESTIMATION				
QTY	UNIT	ITEM	COST	TOTAL COST
1	LOT	Basketball Uniforms	108,000.00	229,200.00
		Badminton Uniforms	43,200.00	
		Volleyball Uniforms	78,000.00	
1	LOT	Badminton Sports Supplies	37,500.00	42,500.00
		25 tubes - Badminton Shuttlecock		
		3 pcs - Badminton Net	4,500.00	
		2 pcs - Scorebook	500.00	
1	LOT	Basketball Sports Supplies	12,000.00	20,600.00
		4 pcs - Basketball (Ball)		
		2 pcs - Heavy Duty Ring with Net	6,000.00	
		1 pc - Ball Pump with Air Pressure Gauge	1,600.00	
		4pcs - Scorebook	1,000	
1	LOT	Volleyball Sports Supplies	10,000.00	15,000.00
		2 pcs - Volleyball (Ball)		
		1 pc - Volleyball Net	1,500.00	
		2 pcs - Volleyball Antenna	3,000.00	
		2 pcs - Scorebook	500.00	
1	LOT	Table Tennis Sports Supplies	30,000.00	50,250.00
		2 pcs - Table Tennis (Table with wheels)		
		1 pc - Table Tennis Robot Ping Pong Ball Machine	15,000.00	
		1 pc - Net Catcher	2,500.00	
		5 boxes - Polyball (Table Tennis Ball)	2,500.00	
		1 pc- Scorebook	250	
1	LOT	Darts Sports Supplies	4,500.00	10,500.00
		3 pcs - Dart Boards		
		4 set - Dart Pins	6,000.00	
1	LOT	Billiards Sports Supplies	8,000.00	18,000.00
		4 pcs - Billiard cue Sticks		
		Billiard Table Cloth (Installation included)	10,000.00	
		Billiard pockets (Installation included)		
		Billiard side & corner cushions (Installation included)		
1	LOT	Chess Sports Supplies	30,000.00	40,000.00
		20 pcs - Digital Chess Clock		
		20 pcs - Chess Mat	10,000.00	
TOTAL:				426,050.00
Other Terms and Conditions:				
1. Bids shall be on per lot basis				
2. Bid price must be inclusive of taxes and duties.				
3. Delivery Terms for the Sports Supplies: Within 15 days upon receipt of Purchase Order				
4. Delivery Terms for the Sports Uniforms: 30 days upon receipt of Purchase Order				
5. Warranty of items includes replacement of defective items within ten (10) working days upon notification				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Proof of Key Qualification and Accreditation of the Service Provider must be enclosed together with the quotation/proposal. Non-submission of Proof of Qualification and Accreditation in the proposal is a ground for disqualification.
3. 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)**
4. 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)
5. 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.
6. The Supplier shall clearly state the company name and account name for payment.
7. The price quoted is inclusive of all taxes and other charges.
8. 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.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar 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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p>General Conditions:</p> <ol style="list-style-type: none">Quotation shall be valid for sixty (60) days from submissionSample/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)The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">Mayor's / Business PermitPhilGEPS Registration NumberIncome / Business Tax ReturnOmnibus sworn Statement (Annex C)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.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.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]