



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

RFQ No.	RFQ-05-0151-2022-09-0341-1104-0176
Purchase Request No.:	05-0151-2022-09-0341

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SUPPLY AND DELIVERY OF CAPITAL OUTLAY ITEMS FOR PHILIPPINE CONVENTIONAL ENERGY CONTRACTING PROGRAM (PCECP)
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 30 Days upon receipt of 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 **10 November 2022, 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	PDF Editor / Converter	7 lic.	12,000.00	84,000.00
	Technical Specification PDF Editor / Converter <ul style="list-style-type: none">• Features:<ul style="list-style-type: none">- Create PDFs and export to Word, Excel, and PowerPoint- Edit text and images, reorder, and delete pages in a PDF- Easily create, fill, sign, and send forms- Combine multiple documents and file types into a single PDF- Send documents for e-signature and track response in real-time- Add security and password-protect PDF files- Compare two versions of a PDF to review all differences- Turn scanned documents into editable, searchable PDFs- Redact to permanently remove sensitive information in PDFs- Validate and fix PDFs for ISO and accessibility standards• License Category: Subscription License• License Type: Team Licensing Subscription New• License Quantity: 1 user• License Validity Period: 1 Year• Operating System: Multiple Platforms			

Other Terms & Conditions

1. Bid is on a per lot/package basis.
2. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials and components, and fluctuations of foreign exchange rates and excise duties.
3. Supplier should warrant that all items are of the first quality and in accordance with specifications and shall be free from defects. If any of the items are found to be defective, a replacement is necessary within three (3) weeks period upon delivery.
4. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main Building of the DOE.

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 **(For ABCs above 500k)**
 - 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.