



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

RFQ No.	RFQ-01-0101-2022-10-0380-1116-0182
Purchase Request No.:	01-0101-2022-10-0380

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SUPPLY AND DELIVERY OF VITAMIN C
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Ten (10) days from receipt of Purchase Order. a. DOE Manila Office: <u>916 boxes at 100pcs. /box</u>, Department of Energy (DOE) Clinic, DOE Annex Lobby, Energy Center, Rizal Drive cor. 34 th Street, BGC, Taguig City Trunk Line: 8479 2900 loc. 218 b. DOE-Cebu: <u>50 boxes at 100 pcs. /box</u>. DOE-Visayas Field Office, 3 rd and 5 th Floors,Escario Bldg.Escario Street, Capitol Site, Cebu City Direct Lines: 253 2150; 253 7222 Trunk Line: 8479 2900 loc. 557 or 558 c. DOE-Davao: <u>34 boxes at 100pcs/box</u>. DOE-Mindanao Field Office, 3 rd and 4 th Floors, Tolentino 2020 Bldg.,Candelaria Street, Ecoland, Matina, Davao City Direct Lines: 224 2231; 221 0778 Trunk Line: 8479 2900 loc. 561 or 562
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 **21 November 2022, 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
	1. FUNCTIONAL DESCRIPTION: The Ascorbic Acid (with Zinc Vitamin and Minerals, 500mg), being sold by the manufacturer/bidder must be compliant with the relevant ISO certified/accredited; ISO-9000 (local or international), and/or passed (i.e., with Certificate or Authorization) from the Bureau of Products Standards (BPS)- Department of Trade & Industry (DTI).			455,500.00

	<p>In case there is no Philippine standard applicable, these goods must conform with the authoritative standards appropriate to the goods' country of origin. Such standards must be the latest issued by the concerned institution.</p> <p>The Ascorbic Acid must be safe and functional per its medical components/ structure according to the Philippine National Drug Formulary as provided for by Executive Order No. 49 (1993), "Directing the Mandatory Use of the PNDF Volume 1 in the Procurement and Requisition of Drugs and Medicines."</p> <p>2. PERFORMANCE DESCRIPTION:</p> <p>2.1 The Ascorbic Acid must have a manufactured date of not earlier than 01 February 2022. It has a shelf life of at least two (2) year's potency/validity from the manufactured date.</p> <p>2.2 The supplier must submit a Certification duly signed by the President or his/her authorized representative that all components are new, have good quality according to specifications, and are free from defects, damage, or spoilage, stamped as PASSED by the BPS.</p> <p>2.3 The Ascorbic Acid must be of known brand/s in the Philippines.</p> <p>3. ENVIRONMENTAL CONSIDERATIONS and PACKAGING</p> <p>3.1 The Ascorbic Acid (with Zinc Vitamin and Minerals, 500mg), must be in tin foil of 10s, placed in a box, containing 100pcs in all, duly sealed.</p> <p>The boxes per pack, must be placed in the delivery boxes, and that, the Supplier must conform with the environmental considerations – to ensure safety, assurance, completeness, quality, with stamp of product serial/code numbers, manufacturing, and expiry dates.</p> <p>3.2 The Supplier must first and foremost also consider not only the product safety, but zero damage or deterioration during transit to and from the manufacturer/supplier and the DOE.</p> <p>3.3 The packaging must be sufficient to withstand, without limitation, rough handling during transit, and exposure to extreme temperatures, and open storage.</p> <p>3.4 The packaging case, size, and weights must also take into consideration, where appropriate, the distance and absence of heavy handling facilities, at all points of transit.</p> <p>3.5 The outer packaging must contain the name of the Brand, with "Ascorbic Acid plus Zinc/Non-Acidic, 500mg., 100pcs/ box," in the package box.</p> <p>4. OTHER DOE REQUIREMENT</p> <p>The Supplier must submit a CERTIFICATION as to its statement relating to Items 1 (functional), 2 (performance), and 3 (environmental/packaging) above, duly signed by its President or authorized signatory.</p>	
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	<p>5. TAXES/DUTIES/ETC.</p> <p>The Supplier's bid price, must already cover all costs such as, delivery charges, brokerage, duties, taxes, etc.</p> <p>6. DELIVERY TERMS:</p> <p>Delivery shall be as follows:</p> <p>The 1,000 boxes of Ascorbic Acid plus Zinc/Non-Acidic, 500mg., (100pcs/ box) are to be delivered on the ten (10) days from receipt of Purchase Order.</p> <p>a. DOE Manila Office: <u>916 boxes at 100pcs. /box</u>, Department of Energy (DOE) Clinic, DOE Annex Lobby Energy Center, Rizal Drive cor. 34th Street, BGC, Taguig City</p> <p>Trunk Line: 8479 2900 loc. 218</p> <p>b. DOE-Cebu: <u>50 boxes at 100 pcs. /box</u>. DOE-Visayas Field Office, 3rd and 5th Floors, Escario Bldg. Escario Street, Capitol Site, Cebu City</p> <p>Direct Lines: 253 2150; 253 7222 Trunk Line: 8479 2900 loc. 557 or 558</p> <p>c. DOE-Davao: <u>34 boxes at 100pcs/box</u>. DOE-Mindanao Field Office, 3rd and 4th Floors, Tolentino 2020 Bldg. Candelaria Street, Ecoland, Matina, Davao City</p> <p>Direct Lines: 224 2231; 221 0778 Trunk Line: 8479 2900 loc. 561 or 562</p> <p>7. REPLACEMENT OF DAMAGED ITEMS</p> <p>Damage due to handling/ delivery of vitamins must be replaced within ten (10) working days from notice, at no cost to the DOE.</p>	
<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 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.		