



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

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| RFQ No. | RFQ-02-0101-2022-09-0285-1005-0146 |
| Purchase Request No.: | 02-0101-2022-09-0285 |

REQUEST FOR QUOTATION

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| Title of Procurement/End-user | : SUPPLY AND INSTALLATION OF COMBINATION ROLLED-UP BLINDS AT LUZON FIELD OFFICE (LFO) |
| Mode of Procurement | : Small Value Procurement (AMP 53.9) |
| Bidding Terms | : Per Lot |
| Delivery Terms/Schedule | : Delivery terms: 15 days upon receipt of approved Purchase Order (PO). |
| Delivery Location | : Department of Energy – Luzon Field Office |
| 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 October, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

| Terms of Reference/Specifications | | | | |
|-----------------------------------|--|------|--|---------------|
| Item No. | Description/ Specification: | | | Total ABC |
| | Qty | unit | Description | Php245,000.00 |
| | | | | |
| | 1 | lot | Supply and Installations of combination rolled up Blinds | |
| | | | Approximated Measurement: | |
| | | | Office Area = 1,520.75 sqft Wood Fabric | |
| | | | Director's Office 282.13 sqft Trilogy Fabric | |
| | | | Area = sqft Fabric | |
| | | | General Specifications | |
| | | | Material: 100% polyester,linen | |
| | | | Cover, up and down rails are made of aluminium alloy | |
| | | | The finished blind has double layers, the striped fabric across two layers | |
| | | | colors (to be determined) | |
| | | | Multi function shades,elegant design&structure | |
| | | | | |
| | Other Terms and Condition | | | |
| | 1. The supplier must submit photos, brochures and/or sample of the items subject for review and approval by the End-user. | | | |
| | 2. The Bidder shall conduct an Ocular inspection for the actual measurement. The certification will be issued by GSD and shall be included in the submission of bid. | | | |
| | 3. The price quoted must be firm and irrevocable for three(3) months and not subject to any change whatsoever even due to | | | |

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| | <p>change of cost of raw material components and fluctuations in foreign exchange rates and excise duties.</p> <p>4. Total Bid Price is inclusive of cost of duties, taxes and other incidental expenses.</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. | | |