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

RFQ No.	RFQ-02-0151-2026-09-0533-1007-0170
Purchase Request No.:	02-0151-2026-09-0533

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PRINTING AND BINDING OF PUBLICATION FOR THE 2023 HOUSEHOLD E N E R G Y CONSUMPTION SURVEY (HECS) FINAL REPORT AND STATISTICAL TABLE/EPPB-PFRD**
Approved Budget for the Contract	**: Php 716,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: Ninety (90) calendar days upon receipt of Purchase Order**
Delivery Location : Department of Energy Main Office, BGC Taguig City Payment Terms : Payment shall be made within thirty (30) calendar days upon complete delivery, acceptance of outputs, and submission of complete supporting documents, subject to existing government accounting and auditing rules and regulations.	

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED 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, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig or through email at the following address: bacsecretariat@doe.gov.ph not later than **(12 October 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	**I. SCOPE OF WORK** The Service Provider shall undertake the following: **1. Offset Printing and Printing Binding** The Service Provider shall provide professional publication design and layout services, including but not limited to: • Preparation and submission of at least three (3) proposed layout design studies/templates for **the front and back cover only** and; • Conceptualization and development of publication design and layout specialized for offset printing; • Preparation of press-ready files compatible with industry-standard design software (e.g., Adobe Photoshop, Adobe Illustrator, Adobe InDesign, or equivalent latest versions);			

	• Incorporation of comments and revisions on the approved concept/layout design, with up to three (3) revision cycles; • Conduct of progressive proofing through digital printouts, with up to six (6) proofing revisions, as may be required by the DOE; and • Layout and design of all pages from cover to cover. 2. **Offset Printing and Binding** **The Service Provider shall undertake high-quality offset printing and binding of the following publications:** **Item 1 2023 HECS Final Report** **Specifications Requirements:** **Size:** A4 **No. of Pages:** Approximately **550 inside pages** (excluding cover); two-sided printing **Quantity:** 100 **Materials:** Cover stcok - C2S 220 lbs. - Full color with matte lamination and spot UV, with Spine. **IFC (Inside Front Cover):** Plain white, no print. **IBC (Inside back Cover):** C2S 80 lbs. - Full color **IBC (Inside Back Cover):** Plain white, no print. **Binding:** Perfect (Smyth, swen, and hot melt) durable **Process:** Offset printing **Item 2 2023 HECS Fact Sheet** **Specifications Requirements:** **Size:** 29.7 cm x 21 cm (Tri-fold of A4) **Color:** 4/4 Full Colors back-to-back printing **Paper:** A4, C2S 120 gsm, planstic laminated **Estimated No. of Pages:** 1 **Quantity:** 500 **Item 3 Flash Drive** **Specifications Requirements:** **Type:** USB Flash Drive **Size:** 64 GB **File Content:** 2023 HECS Report, Statistical Tables, Fact Sheet E-File and Public Use File **Interface:** USB 3.0 or higher (backward compatible with USB 2.0) **Compatibility:** Compatible with Windows and Mac OS **Packaging:** Individually packed/protected **Quantity:** 100 pcs. **II. BIDDER REQUIREMENTS** The bidder shall submit the following documentary requirements as part of the bid submission. Non-submission of any of the following may be a ground for disqualification, subject to applicable procurement laws, rules, and regulations: 1. At least three (3) samples of previously printed and bound publication materials similar in nature to the project requirements, for purposes of quality evaluation; and 2. Certificate/s or proof of satisfactory completion/performance from previously completed similar contracts. **III. OBLIGATIONS OF THE WINNING BIDDER** The winning bidder shall: 1. Submit at least three (3) proposed publication designs for the cover and inside pages within fifteen (15) days upon receipt of the Purchase Order (P.O.). 2. Assign a dedicated graphic artist/layout designer to ensure efficient coordination			

with the DOE throughout the project implementation;
3. Provide a mock-up copy or digital proof of the approved final draft prior to mass production;
4. Submit to the DOE the final soft copy of the publication in editable and PDF formats; and
5. Ensure that all printed outputs conform to the approved layout, technical specifications, and quality standards.

IV. DELIVERY SCHEDULE AND TIMELINE

Particulars / Actions	Responsibility	Timeline (No. of Days)	Remarks
1) Submission of layout/design	Vendor	15	Upon receipt of P.O.
2) Review and approval of layout/ design	PFRD	5	Selection of preferred design
3) Proofing and revisions (up to 3 rounds)	PFRD and Vendor	15 15	• Initial submission of 1st proofing for review and correction • 2nd-3rd round of proofing
4) Approval of final draft	PFRD	3	Confirmation of final layout/ design
5) Submission of mock-up print	Vendor and PFRD	2	For final review
6) Approval for mass printing	PFRD	3	Director's approval / authority to proceed with production
7) Mass printing and binding	Vendor	30	Full production
8) Packing and delivery	Vendor	3	Delivery of completed publications
Total project duration (calendar days		**90**	

V. TERMS AND CONDITIONS

1. The contract price shall be considered fixed and shall not be subject to escalation or adjustment during contract implementation.
2. All materials and outputs shall be brand new, of first-class quality, and compliant with the approved specifications.
3. The winning bidder shall replace, at no additional cost to the DOE, any defective or damaged outputs identified upon inspection or during the warranty period.
4. The bid price shall be deemed to include all applicable costs, including but not limited to labor, materials, freight, transportation, insurance, taxes, duties, and other incidental expenses necessary for the complete delivery of the Publication.
5. All final outputs shall be subject to inspection and acceptance by the DOE prior to payment.
6. Payment shall be made within thirty (30) calendar days upon complete delivery, acceptance of outputs, and submission of complete supporting documents, subject to existing government accounting and auditing rules and regulations.

VI. WARRANTY

The Service Provider warrants that all delivered publications are free from defects in printing, binding, and workmanship for a period consistent with industry standards and applicable government procurement regulations. Defective outputs

	identified by the DOE shall be replaced by the Service Provider at no additional cost.			

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. ***(As stated in the Terms of Reference/ Specifications)***
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 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 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 RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, 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 :

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
    a) Mayor's / Business Permit
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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 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 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 _____

<u>Company Name/Business Name and Address</u> that will be used in the Notice of Award and Purchase Order/Notice to Proceed _____

Tel. No. / Cellphone No./ email address _____

Date _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

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

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.